

Comprehensive Program Review Self-Study Report
Business Services Area:
Accounting, Budgeting, Purchasing, Warehousing, Cashier's Office,
Mailroom and Duplication Departments
2012-2013

Area 1 - Division or Program Overview

- 1.1 The Business Services Area continues to provide professional and timely services in response to the needs of the District and community. The Business Services Area strives to continually work to improve the various business processes used across the District, while maintaining a positive and rewarding working environment. The goal is to maintain accurate and current information regarding federal, state and local policies. In addition, we promote a safe and secure campus environment, while fostering student success.

The Business Services Area also provides fiscal oversight to the campus from a District-wide perspective that supports the Antelope Valley Community College vision and leverages expertise. By facilitating long-term financial planning, the Business Services Area can better provide effective and meaningful financial information that meets the needs of the District staff, community members and students.

- 1.2 Place an "X" by each Institutional Learning Outcome (ILO) supported by the division or program.
- ☒ Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.
 - ☐ Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.
 - ☐ Demonstrate a breadth of knowledge and experiences from the humanities, social and behavioral sciences, arts, natural sciences, and mathematics.
 - ☒ Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.
 - ☒ Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.
 - ☐ Identify career opportunities that contribute to the economic well-being of the community.
- 1.3 Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis as per the Business Services survey sent out November 2012

Strengths: What we do best

- Professional, helpful, accommodating and friendly staff
- Team is caring and punctual
- Cohesive team with dedicated and knowledgeable employees
- Team environment has "Can do" attitudes
- Going beyond and above

Weaknesses: What we need to work on

- Organizational structure
- Inadequate staffing to address over 750 annual deadlines
- A clearer budgeting process
- Lack of budget projection software and integrated systems that require a lot of manual work and leaves room for errors
- Training on business services functions, suggestions from survey include FLEX and new hire orientation
- Electronic ordering, delivery and travel procedures
- Communication of processes and procedural changes
- Better budget reporting to fund managers
- Update and automate forms
- Simple budget information provided with regular updates
- Inclusion of fund managers in budget allocations/reduction at the division/department level
- Legend of personnel and functions so people know who to go to

Opportunities: What we can do to strengthen our weaknesses

- Improve the organization structure
- Add staffing to address shortfalls
- Automating systems and forms
- Provide training and routine budget updates
- Improving the communication and involvement of fund managers in the budgeting process
- Upgrading the skill set of the department
- Centralized grants management
- Centralized purchasing management
- Internal audit capability
- Centralizing District cashiering functions

Threats: What we need to be aware of when looking at strengthening our weaknesses

- Automating systems can be expensive
- The time it takes to complete projects out of the ordinary due to inadequate staffing is excessive
- Increased risk from lack of oversight in certain areas due to inadequate staffing, i.e., missing deadlines, lack of training, minimal communication
- Budget cuts make it difficult to request resources

1.3 This program review is led by Diana Keelen, Director of Business Services.

1.4 The draft program review was developed with the business services team. Requests for input were sent to the following individuals:

- Debby Hackenberg, Accounting & Budgeting Supervisor
- Angie Musial, Buyer
- Kim Carlson, Accountant
- Chris Garcia, Accountant
- Lori Braverman, Accounting Assistant II
- Rachel Patin, Accounting Assistant II
- Denise Anderson, Clerical III
- Lisa Diaz, Student Accounts Technician
- Sheri Lajoie, Accounting Assistant II
- Stan Moore, Warehouse Coordinator
- Teresa Cooper, Warehouse Assistant
- Susan Weitz, Mail/Duplication Technician
- Teri Johnson, Mail/Duplication Technician

Area 2 - Data Analysis

2.1 There are some departments that may be driven by headcount, FTES and student PT/FT enrollment data. The business office; however, is not one of them. We are an indirect support function to the entire district. Our reporting requirements are fixed or tied to specific program, i.e., DSPPS, Calworks, etc. See Appendix A. None of these requirements would go away if FTES was decreased. The number of reports that are required for the business office to provide are not directly correlated with the number of students served. As you can see in the transaction information provided in the metrics below, FTES declined from 2010-2011 and 2011-2012; however, the number of budget transactions increased by 22%.

2.2 See 2.1.

2.3 Not Applicable

2.4 Not Applicable

2.5 Not Applicable

2.6 Not Applicable

2.7 Not Applicable

2.8 The business office processes numerous transactions on a daily basis. Below is a chart to show the level of these transactions.

Metrics	2009-2010	2010-2011	2011-2012
Funded FTES	11,088	11,371	10,499*
Accounting Transactions			
Accounts Payable/Expenses	1,203	1,224	1,081
Accounts Receivable/Deposits	119	194	82
Journal Entry Transactions	582	1,001	411
Auxiliary Requests	214	230	279
Auxiliary Deposits	239	288	353
Auxiliary Checks	309	267	340
Total Accounting Transactions	2,666	3,204	2,546
Purchasing Transactions			
Purchase Orders	3,213	2,768	2,572
Change Orders	1,118	1,039	947
Purchase Order Cancellations	243	216	204
Total Purchasing Transactions	4,574	4,023	3,723
Budgeting Transactions			
Line Item Budgets	11,430	10,304	12,603
Budget Transfers/Changes	4,954	2,304	2,738
Total Budgeting Transactions	16,384	12,608	15,341
Grand Total Transactions	23,624	19,835	21,610

The accounting department is responsible for processing all general ledger transactions to include revenue and expenditures. Below is a trend of

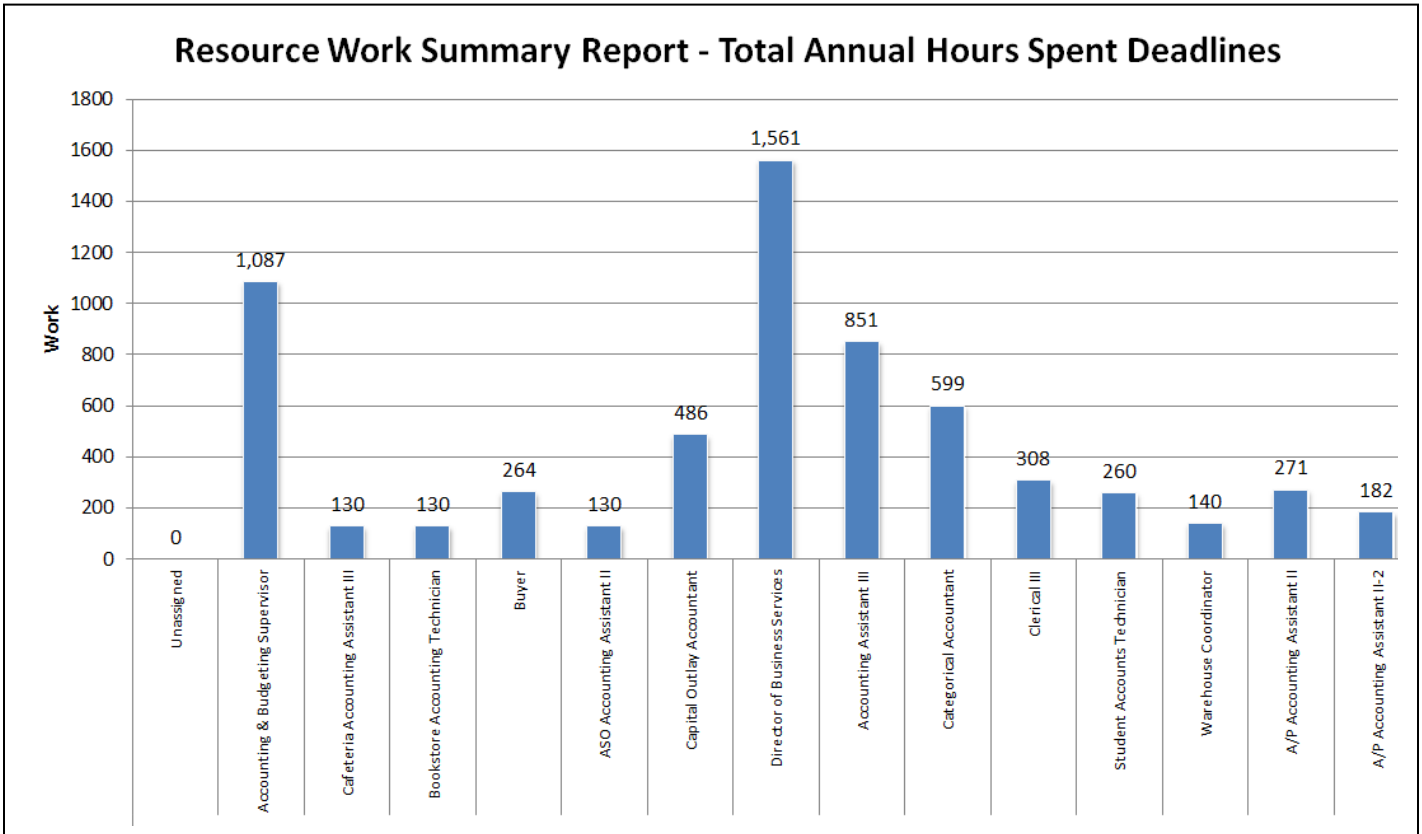
	2009-2010	2010-2011	2011-2012
District Revenue	120,045,996	151,727,830	125,565,295
District Expenditures	156,495,668	164,360,397	142,651,082

	2009-2010	2010-2011	2011-2012	2012-2013 *
Grant Revenue	8,825,805	6,832,704	6,968,490	8,862,204

* Estimated, not final

The business services area handles over 750 deadlines on an annual basis. Several deadlines are due in the same timeframe and the lack of adequate staffing creates stress on the team and risks inaccurate reporting to meet the deadline. See Microsoft Project timeline of deadlines at the end

of this program review. Below is a graph of personnel and hours spent on deadlines per year. The deadlines below do not include recurring meetings or projects.



Area 3 - Outcomes

3.1 Not Applicable.

3.2 2008-2012 operational outcomes (OO)

OO #1 - Ensure that the fiscal activities of the district are conducted in accordance with General Accepted Accounting Principles, the Budget and Accounting Manual and the Financial Accounting Standards Board.

Assessment: The Director of Business Services was a member of the Chancellor's Office work group to rewrite the Chancellor's Office Budget and Accounting Manual (BAM) in 2009-2010. The final BAM was released in 2012. For the first time since 1979, there were no audit findings in 2009-2010 and 2010-2011.

OO #2 - Be able to adapt to changes and requirements to support campus and district needs/cutbacks.

Assessment: During the past several years, there have been significant reductions to revenue from the State of California that has affected reductions at the District. On numerous occasions,

budget information has been presented to various groups to improve transparency and create awareness. The financial information changes constantly and the business office has assisted in providing timely response and recommendations to address these changes. The budget processes could be improved by creating a link from resource request to budgeting. The various systems could be integrated to ensure that there is transparency and control of budget information is given to the fund managers. The need to staff the department with a budget analyst is essential since all budget transfers and analysis are performed by the accounting staff.

OO #3 - Implement effective internal controls to ensure that administration will have a process to evaluate significant changes in the fiscal environment and make necessary changes, timely and financial and educational adjustments.

Assessment: Several policies and procedures were developed in 2010 and posted on the business services website to assist with fiscal compliance. <http://www.avc.edu/administration/busserv/>. In 2009 and 2010, the IRS levied the District for issues with tax filings. The lack of the accounting and budgeting supervisor left a gap in reconciliation and review. There was extensive communication by the Accountant and Director; however, the need for the accounting and budget supervisor was made evident in ensuring that accounting reconciliations were done timely. There was too much risk and training was lacking with the staff in the accounting department by not having this position hired over a two year period. In order to assist with meeting the OO, the accounting and budgeting supervisor was hired. The need for an internal auditor has become apparent with the many varying offices in the foundation, corporate and community education, associated student organization, bookstore, cafeteria and District. In order to ensure fiscal compliance and effective internal controls an internal auditor is needed to routinely monitor the fiscal environment and propose changes.

Accomplishments:

2008-2009

- Instituted line item budgets

2009-2010

- Implemented automated disbursements through HigherOne
- Created autofill business services forms that calculate automatically as opposed to manual calculations
- Solar project construction and financing agreement completed

2010-2011

- Created benefits estimator worksheet and made available on public website
- Created Strategic Planning and Budget Development Handbook
- Created Automated duplication process
- Implemented the Chancellor's Office Tax Offset Program (COTOP) to collect aged student accounts receivables

2011-2012

- Created online web-based purchase request to purchase order inquiry
- Established a purchasing newsletter

- Implemented automated payment plans for students
- Established a multi-year budget plan and cashflow projections
- Established Microsoft Project schedule of deadlines
- Established Other Post Employments Benefits (OPEB) Plan
- Electric Vehicle Charging Stations made available
- Training videos made available
 - o Apportionment 101
 - o Budget Allocation 101
 - o Proposition 98 101

Need to change operational outcomes:

After collecting extensive data, the need to change the operational outcomes to align more with the Key Performance Indicators (KPI) came about. Below are changes to the operational outcomes using the SMART criteria: Specific, Measurable, Attainable, Relevant, and Timely.

2013 – 2017 Operational Outcomes

Operational Outcome #1: Ensure annual reporting deadlines are met (see 2012-2013 Key Deadlines (Microsoft Project) below

Measure: A ratio of deadlines met/deadlines to determine the % of completion

Target: 95% on time completion

Operational Outcome #2: Ensure an evaluation of business processes for automation occurs annually

Measure: An annual review of business processes that yield a count of automated processes

Target: Increase annual automations

Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally

Measure: A survey to assess stakeholder satisfaction with the level of access to financial information

Target: Increase in stakeholder satisfaction regarding access to financial information

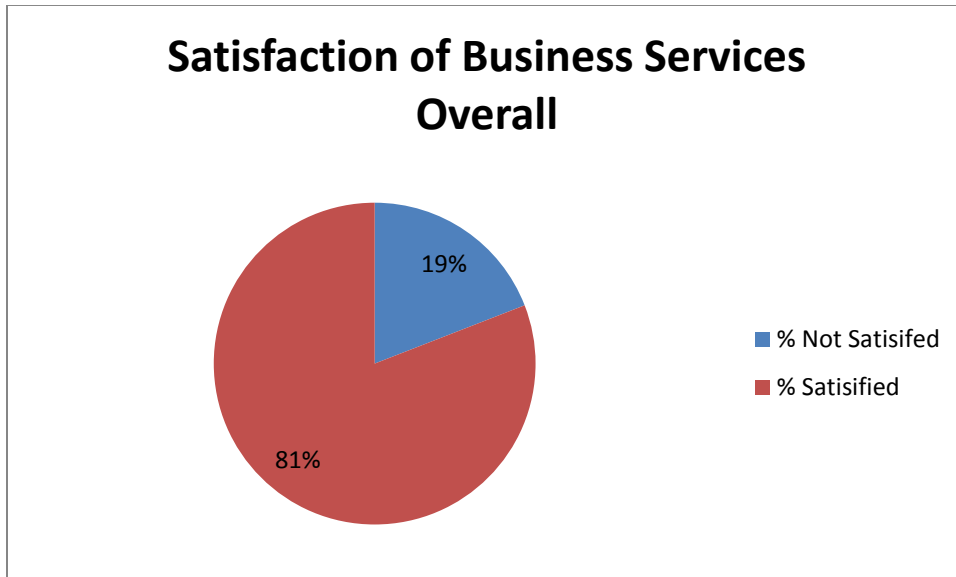
Operational Outcome #4: Pursue revenue generating opportunities and reduce costs where practical

Measure: Annual review and report identifying the steps needed to track and identify these opportunities

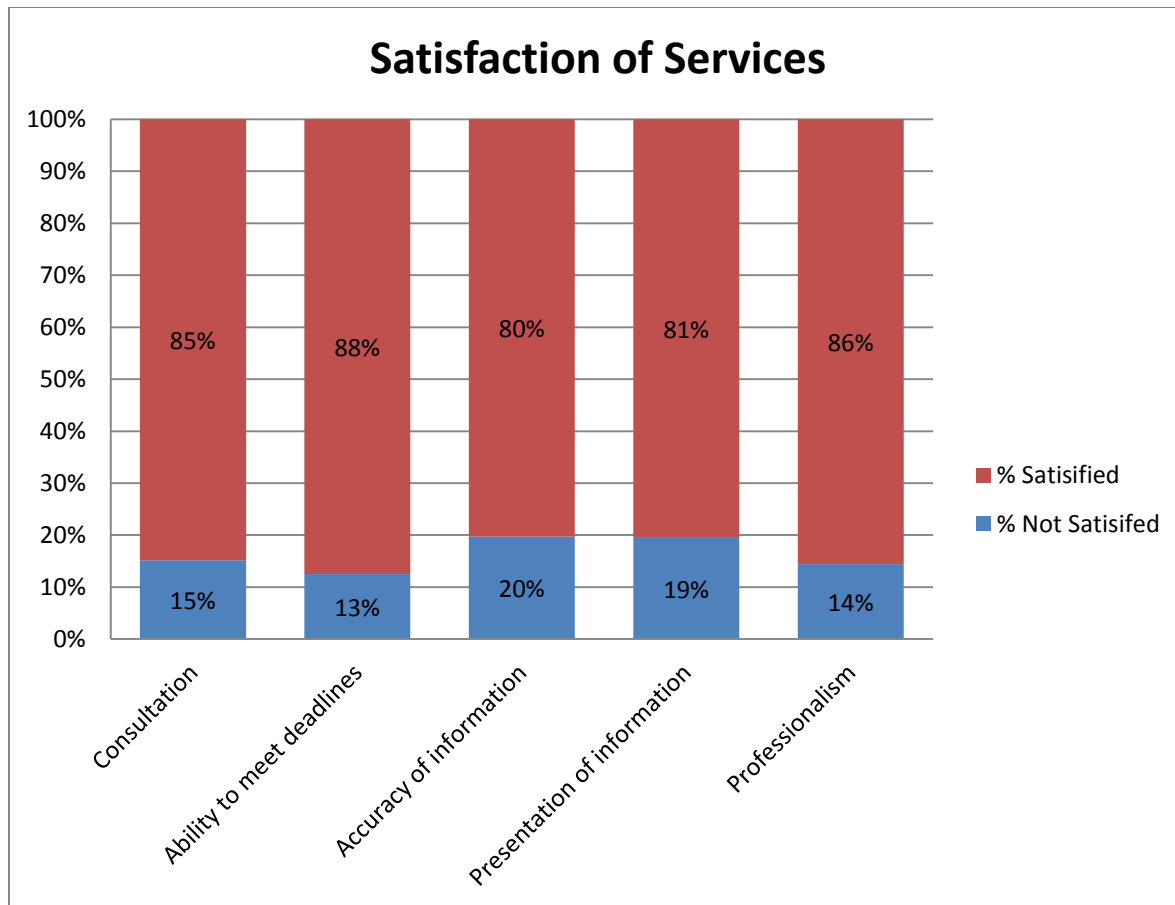
Target: Developing a tracking system to identify revenue generating ideas and cost reduction

Area 4 - Stakeholder Assessment

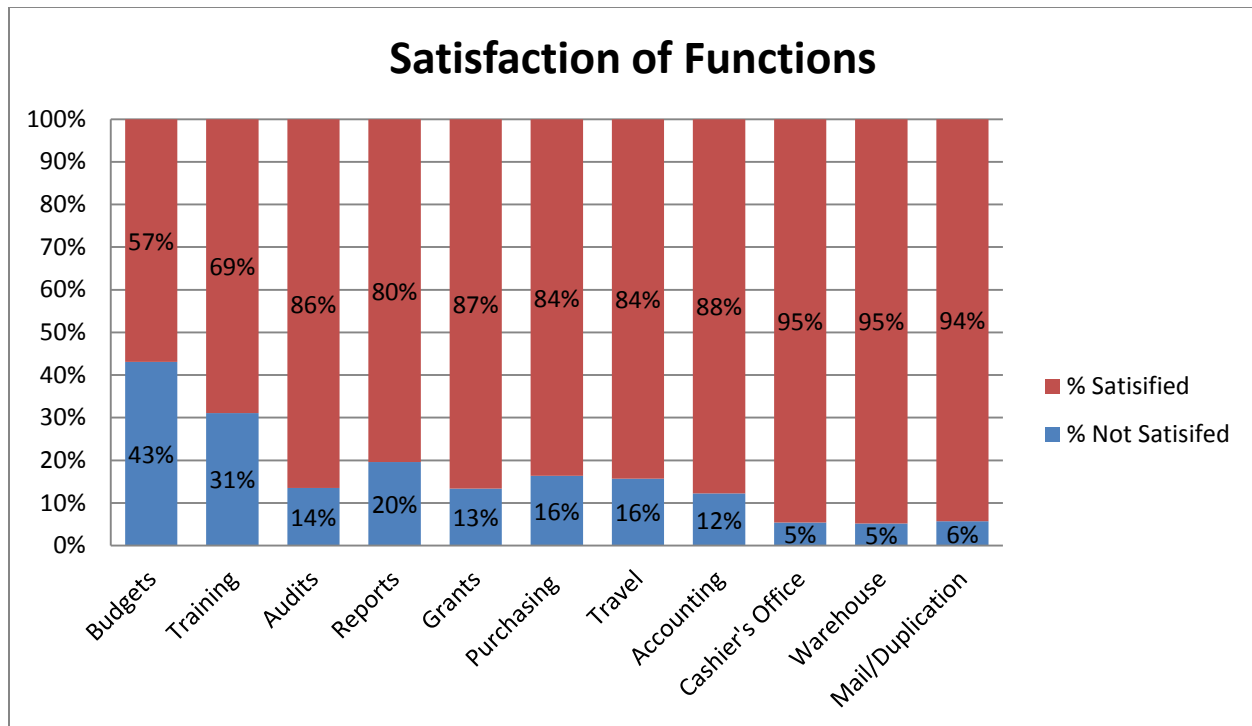
4.1 A survey was conducted in November of 2012 and below is the results of the 90 respondents.



81% of the respondents are satisfied with business services. The remaining 19% that are dissatisfied are broken out by service type and function below.



Overall, the majority of those who responded are satisfied with the level of services provided by business services. The top 3 are consultation, ability to meet deadlines and professionalism. The bottom two services are accuracy of information and presentation of information. This can be improved by addressing the lack of staffing and segregated systems as indicated from the SWOT analysis above and comments provided by campus stakeholders.



Overall, the majority of people who responded are satisfied with the functions of business services. The top three areas are Cashier's Office, Warehouse and Mail/Duplication functions. The three areas of improvement are budgets, training and reports. This solidifies the need to improve the organizational structure of business services by hiring additional staff and also addressing the segregation of systems. Please refer to SWOT analysis above and staffing recommendations below that would help improve the results of this survey.

Area 5 - Goals and Objectives

5.1 Indicate the status of each goal identified in the most recent comprehensive self-study report and last year's annual report as completed, in progress or terminated. Please see section 3.2 for updates in this section.

5.2 Not Applicable.

5.3 List program goals and objectives related to improving operational outcomes. Consider program services, operations, assessments, collaborations, scheduling, location, technology, etc.

Immediate Term (up to 3 years)

Goal #1: To implement an integrated system and hire additional staffing
 Objectives: In 2010, a team of Antelope Valley employees conducted a site visit to Kern and College of the Sequoias to understand their Banner implementation processes. Mt. San Antonio College was also involved via a teleconference. A pro/con listing was established, along with a cost benefit analysis and implementation timeline. It was recommended that

Banner Finance be the first module implemented and then payroll and human resources modules. This can be done in Phases or simultaneously depending upon available funding.

Goal #2: Move from Paper Purchase Requisition Forms to Electronic Purchase Requisitions. The objective of the electronic requisitions is to expedite the entire purchasing process by eliminating the need to manually fill out paper requisition forms and pass them back and forth between requesters, approvers, and the business services area staff. It will also enable requester's to follow their requisitions to see where they are at in the purchasing process (approval, receipt of merchandise, and payment to vendor).

Goal #3: Implement new travel procedures. The objective is to eliminate the excess of manual forms that are currently required and enroll in Statewide Travel System to allow requester's to book their own travel through Concur, the Statewide Travel System website (similar to other online travel booking websites). By eliminating forms and allowing requester's to book their travel online we will be expediting the entire approval and booking process for travel.

Short Term (3 to 5 years)

Goal #1: To become fiscally responsible and improve the organizational structure of the organization to be more aligned with similar Districts
Objectives: In order to fully utilize the integrated system, the next step after integration is work towards becoming fiscally responsible. Until a District is considered fiscally responsible, the LACOE systems will have to run in conjunction with the integrated system. After implementation and completion of an annual independent audit, the District should move towards becoming fiscally responsible. This will eliminate having to operate in the existing systems as well as the integrated system.

Long Term (6 or more years)

Goal #1: To create a long-term departmental strategic plan to assist with the future needs of the District
Objectives: In order to do this, a needs assessment would need to be performed to include functions, space, staffing and equipment

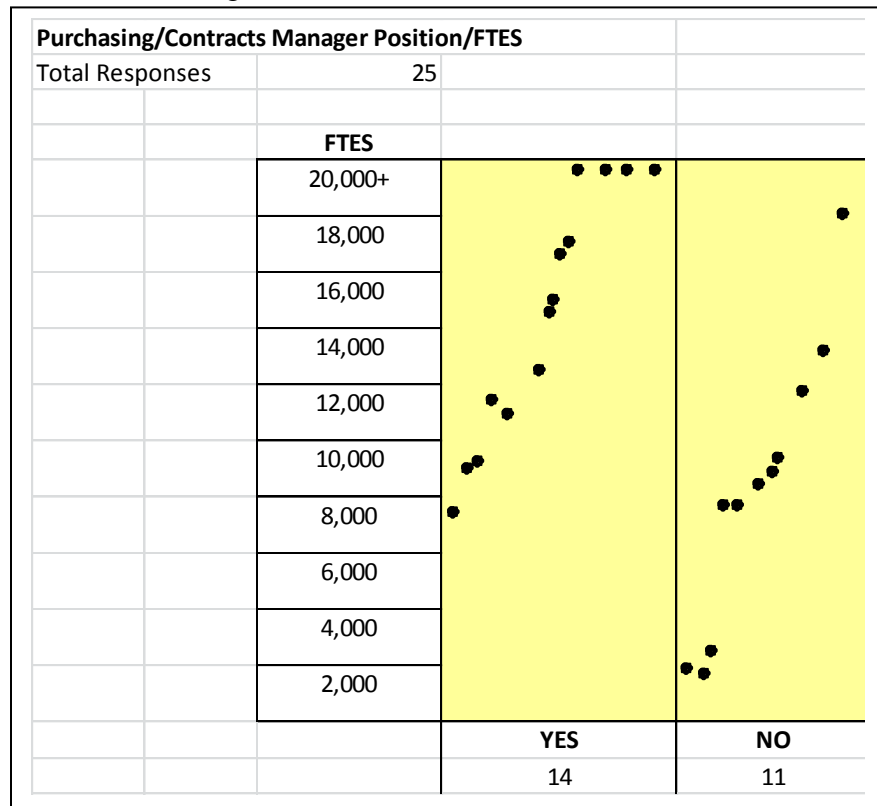
Area 6 - Resource Planning

If applicable, describe significant resource needs that should be addressed immediately, short term and long term. The Educational Master Plan, outcomes assessment reports and/or data analysis must provide reference information to support requested resources. If there may be safety issues, enrollment consequences or other important concerns if a resource is not provided please make this known.

- 6.1 The Business Services Area will need additional staffing, including increased skill set level positions.

Contracts/Purchasing Manager (1)

Purchasing processes approximately 3,700 – 4,000 purchase orders each year. This department also assists with large Request for Proposals (RFPs) and handles all travel arrangements. Orders are submitted at the individual department or division level. In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, there are opportunities to leverage the District-wide buying that would result in price breaks and discounts, as opposed to individual ordering, saving money. This level of negotiation and analysis needs to be performed by a manager level function. Additionally, there are over 150 recurring contracts each year that are not centralized. In 2009, a State-wide study was conducted requesting if Districts had a buyer or contracts manager equivalent position. 25 Districts responded to the survey and the information collected showed that between 8,000 - 10,000 FTES colleges start to move from a single buyer position to a buyer and a contracts manager equivalent position. Below is the scatter gram of results.



Grants Manager/Writer (1)

In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, the current grant process is not centralized and the college does not have a grant writer. There are numerous opportunities to apply for grant funds that are left at the division level. The opportunities are not being leveraged with the District as a whole. Generating revenue becomes critical when there are budget cuts to colleges. Without a centralized function, the opportunities are lost or not pursued. A grants manager/writer would pursue funding opportunities, write grants and leverage the District as a whole as opposed to the individual division level. Coordination would be done between the grants manager/writer and the divisions.

Internal Auditor/Compliance Analyst (1)

In order to effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, an internal auditor/compliance analyst is needed. There are several areas at risk including PCI Compliance issues, internal auditing in general, cash handling controls, and streamlined business processes. The internal auditor/compliance analyst would be responsible for developing an internal controls/compliance plan document to assist the district in ensuring that there are not any deficiencies and establish a corrective action plan to address any deficiencies.

Budget Analyst (1)

In order to become effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, budgets are done at the line item detail level. Currently, there are 12,603 individual budget lines and 2,738 budget changes each fiscal year. The budget analyst would also be involved in assisting the divisions and deans in budget development, monitoring changes and providing recommendations.

Technical Analyst – System Effectiveness (1)

In order to be more effective with Operational Outcome #2: Ensure an evaluation of business processes for automation occurs annually, a technical analyst is necessary to evaluate potential opportunities to automate processes or evaluate a more effective systems solution. Presently, there is a technical analyst in Financial Aid, Enrollment Management and Counseling. The Business Services Area also deals with the Banner and multiple other systems (see the A”maze”ing Systems Diagram below). There are also several manual documents that are routed throughout the District. In the business office alone, there are at least 18 manual forms as follows:

- Purchase requisitions

- Warehouse requisitions
- Procurement card shopping list
- Sole Source Justification Form
- Auxiliary requisitions
- Request for revolving cash
- Flight booking information form
- Meal Money request & signature form
- Change Order request form
- Trip Request
- Request for travel reimbursement
- Request for mileage reimbursement
- Equipment Transfer Form
- Loan of Equipment Form
- Surplus Equipment Form
- Bulk Mailing Request Form
- Duplication Request Form
- Publication Approval Form

Technical Analyst – Business Process and Reporting (1)

In order to become effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, business processes are continually evolving and technology solutions are needed in order to keep up with these changes. There are 750 deadlines and various reports that are due annually from the Business Services Area. The majority of these reports are manual or require manipulating data to become useful or in the requested format. There needs to be an evaluation of the process in which information is utilized in these reports to reduce possible error and more effectively utilize existing accounting staff.

Administrative Assistant (1)

In order to become effective in all Operational Outcomes, the business services area is responsible for all accounting, budgeting, purchasing, warehousing, inventory control, asset management, cashiering, mailroom and duplication functions. This is comprised of 5 different departments spread across 4 different locations on campus. There is one clerical assistant III in the area, but this position assists the buyer. There is no other clerical support. The Director of Business Services is the highest management position, along with the Director of Facilities Planning. The Director of Facilities Planning has an administrative assistant. In order to create consistency and an adequate level of support, an administrative assistant is needed in the business services area to assist in organizing files, coordinating and setting up meetings and supporting the administrative functions of the Director.

Grants Coordinator (1)

In order to become effective with operational outcome #4: Pursue revenue generating opportunities and reduce costs where practical, a grants coordinator will be needed to coordinate with the various offices and be the liaison to the grant writer. This would allow the grant writer to focus on pursuing and writing grants and the coordinator would be the point of contact to collect information needed by the various divisions/departments.

Inventory Control Assistant (1)

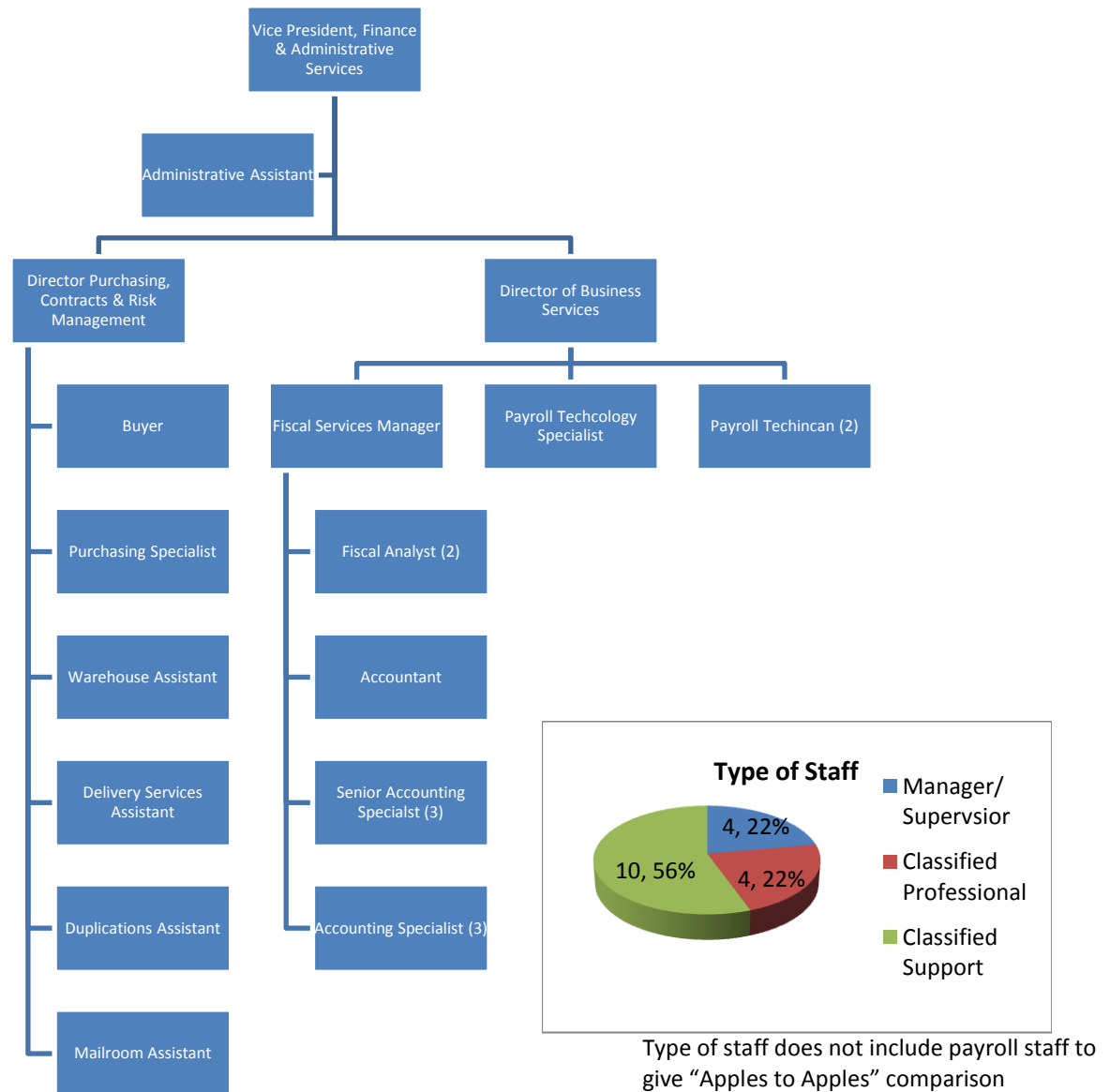
In order to become effective with Operational Outcome #3: Ensure access to compliant and detailed financial information internally and externally, the District is required to conduct an asset re-inventory every two years in order to comply with Governmental Accounting Standards Board (GASB) 34 & 35. Tracking and locating inventory has been extensive with the expansion of new, larger facilities on the main campus, a center at Palmdale and a Foxfield site. There is risk in not reporting accurate information since oversight is lacking in this area.

6.2 List **additional/updated technology resources** needed to improve outcomes and student achievement. List needs in priority order. Explain how the resources will improve outcomes and/or student achievement.

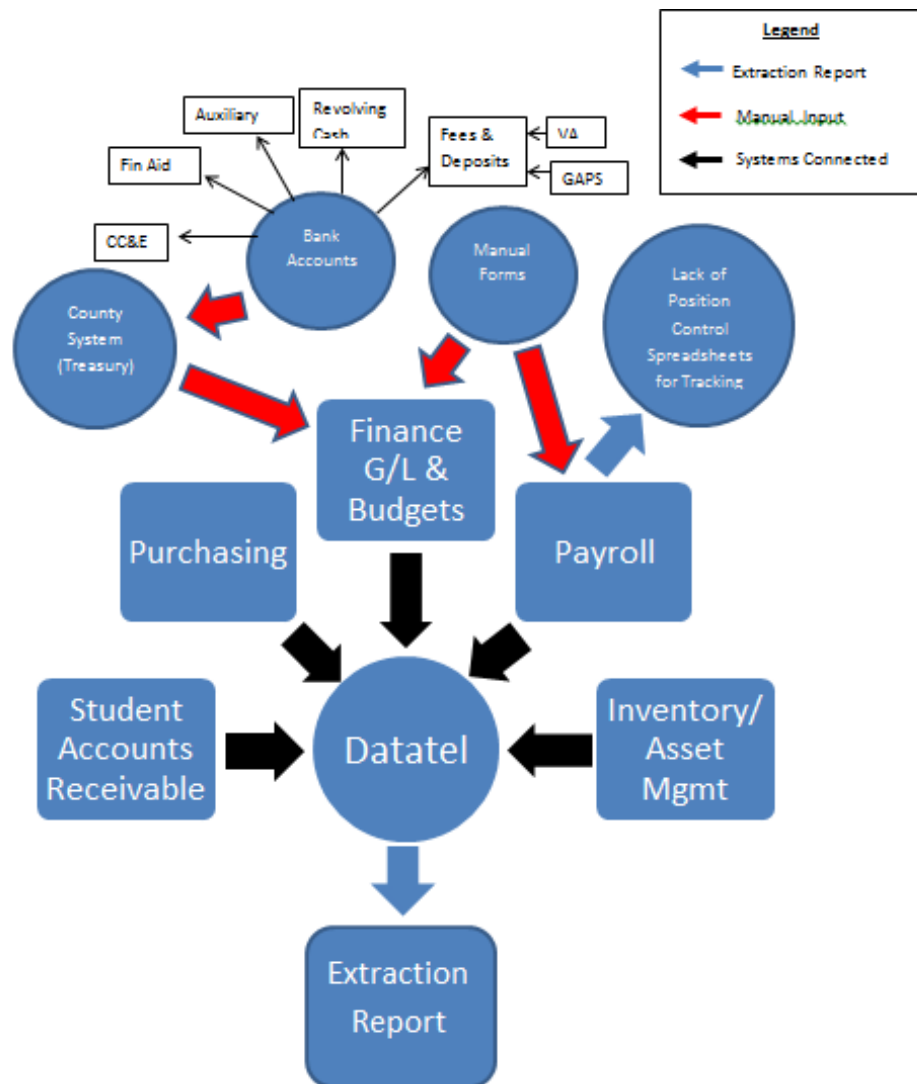
- Integrated financial system. The business services area is in need of an updated and integrated financial system. Currently, various transactions that affect the accounting general ledger are segregated or manually processed into the general ledger. There are three main segregated systems that create challenges in producing accurate and timely financial information. The Antelope Valley College is fiscally dependent upon the Los Angeles County Office of Education (LACOE). LACOE uses the Peoplesoft system for financial transactions and Human Resources System (HRS) for payroll transactions. LACOE serves all K-12 and higher education in the Los Angeles county. Because the majority of those who utilize the LACOE systems are K-12, the systems are geared towards K-12. This creates several challenges with our student accounts receivable and financial aid as K-12 does not have this function. In order for us to utilize student accounts receivable and financial aid, we have implemented the Banner student module. Banner is not integrated with Peoplesoft or tied to HRS. All Banner output has to manually be entered into the Peoplesoft or HRS systems. Also, with an integrated system, you own the data rights and have the ability to program the software to fit your individual District needs. LACOE will not allow districts to have the ability to write to the software or upload Banner data into the Peoplesoft system. Community colleges of our size, migrate towards an integrated system. There are three possibilities: Banner, Peoplesoft or Datatel. Since we have already migrated Banner student, implementing the other modules: Payroll, HR and Finance would create less manual effort and create more effective and timely reporting. An integrated system would improve operational outcome #3: Ensure access to compliant and detailed information is available both internally and

Three community college with similar FTES as Antelope Valley College were contacted to review their systems and organizational structures within their business departments. The results are below:

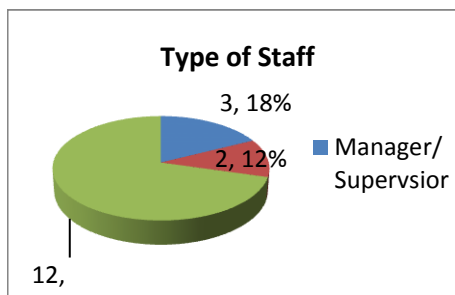
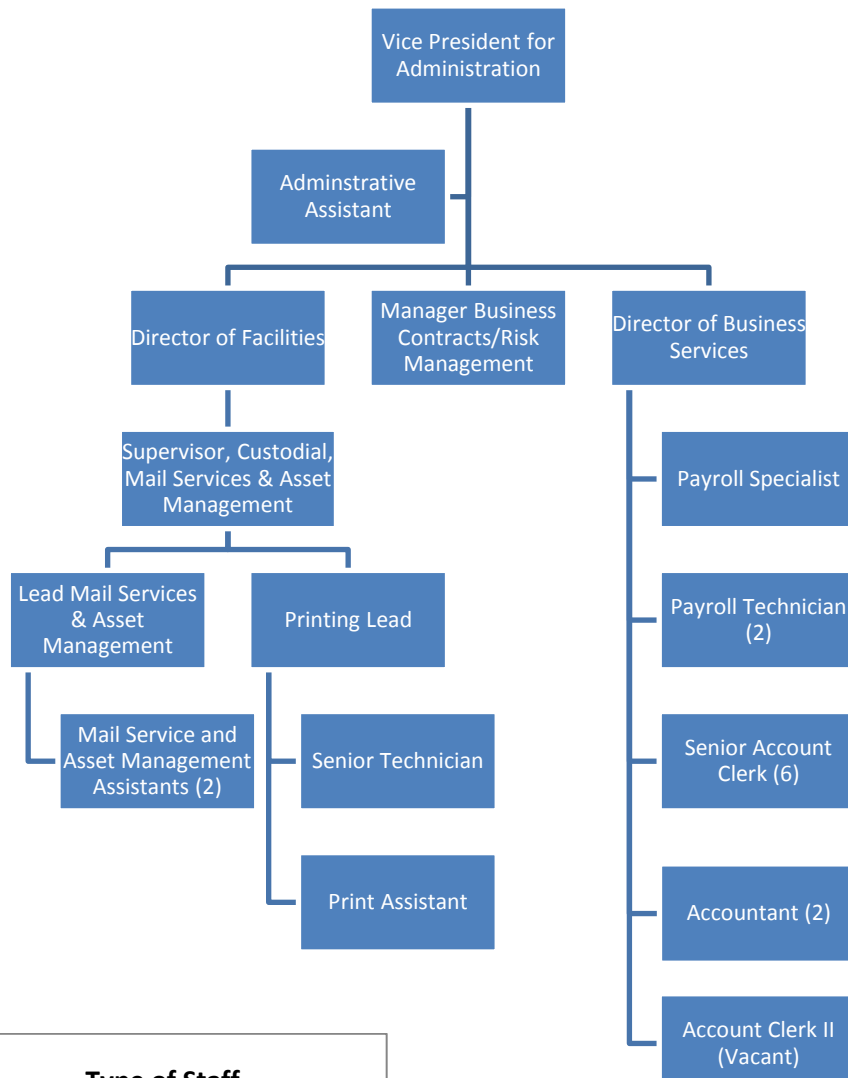
Cabrillo 2012-2013 Business Office Staffing



Cabrillo 2012-2013 Systems Overview

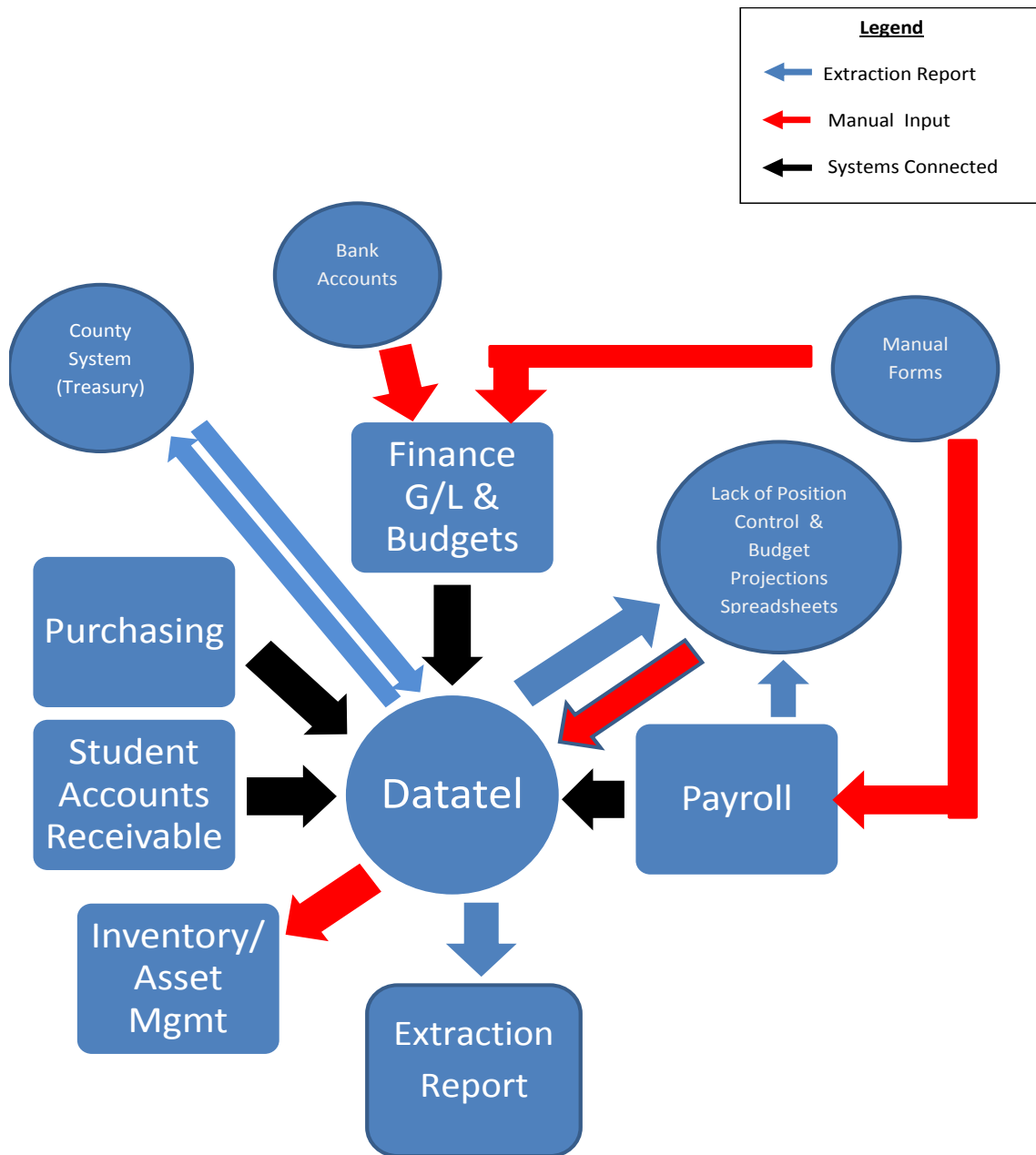


Butte 2012-2013 Business Office Staffing

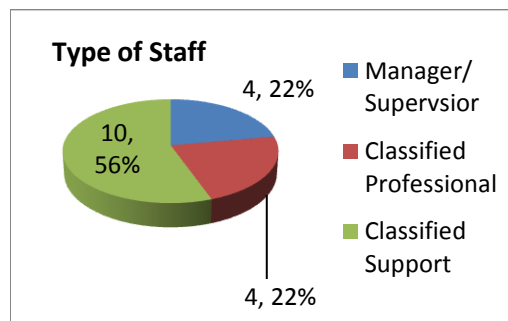
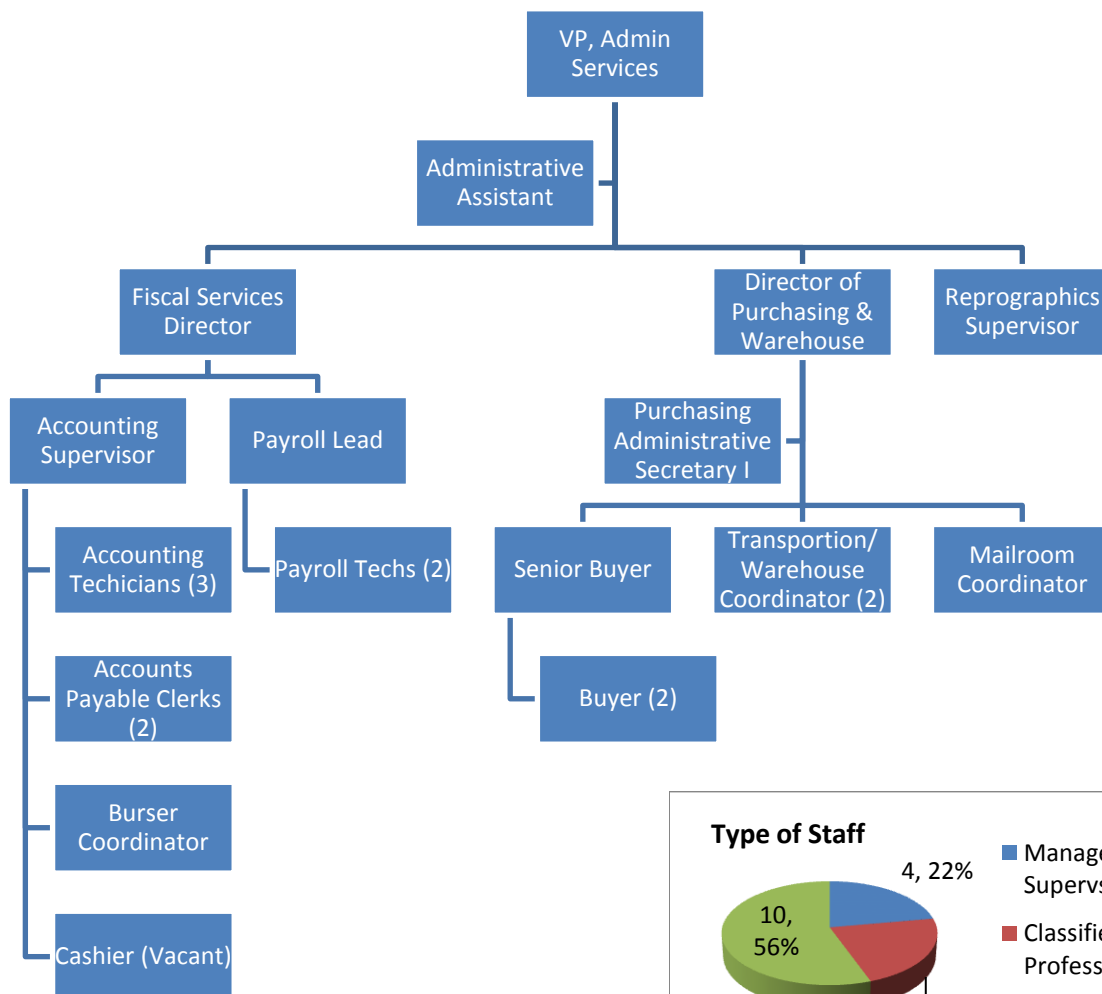


Type of staff does not include payroll staff to give "Apples to Apples" comparison

Butte 2012-2013 Systems Overview



Citrus 2012-2013 Business Office Staffing

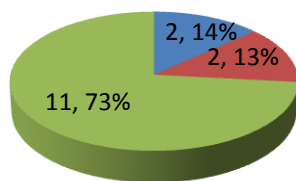
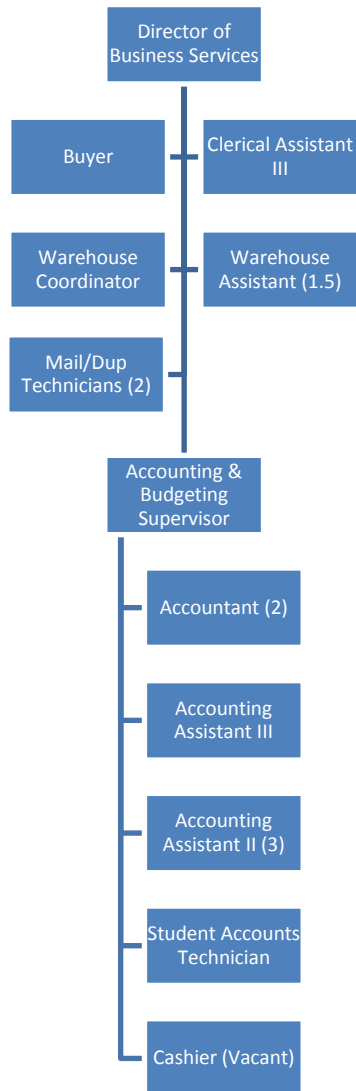


Type of staff does not include payroll staff to give "Apples to Apples" comparison

Citrus 2012-2013 Systems Overview

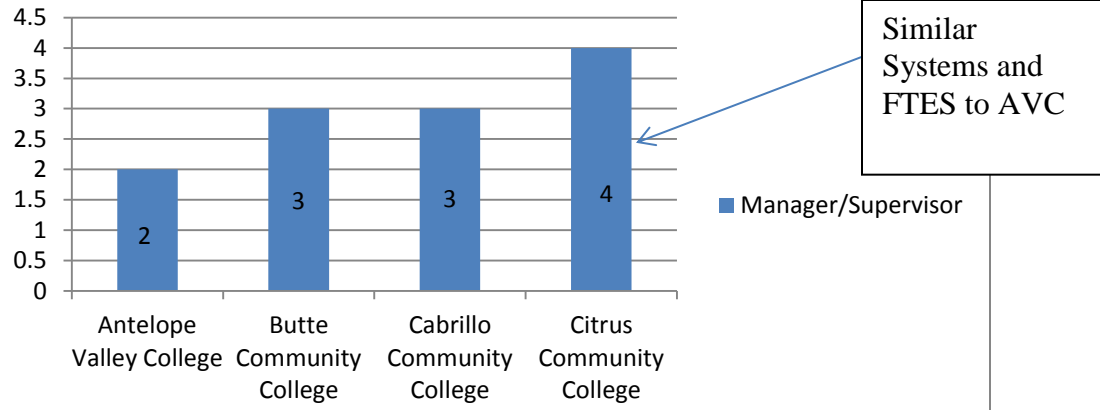
Citrus has similar systems to Antelope Valley College.

Antelope Valley College 2012-2013 Current Business Office Staffing

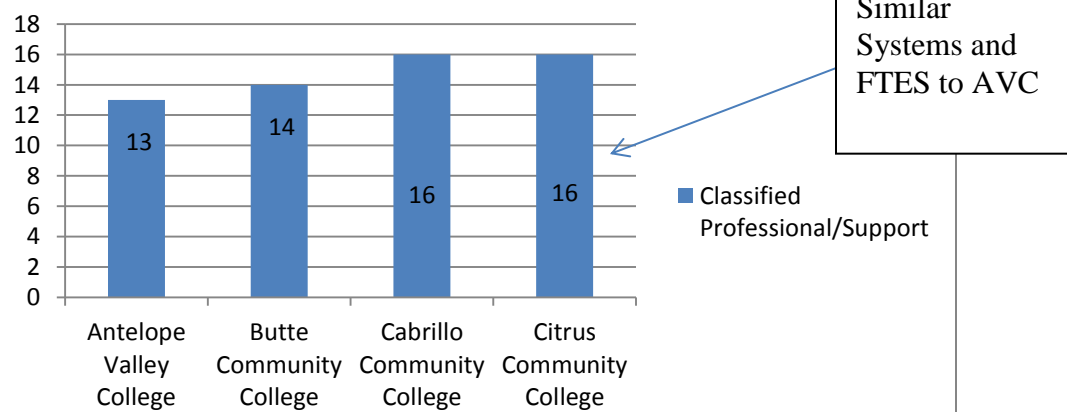


- Manager/Supervisor
- Classified Professional
- Classified Support

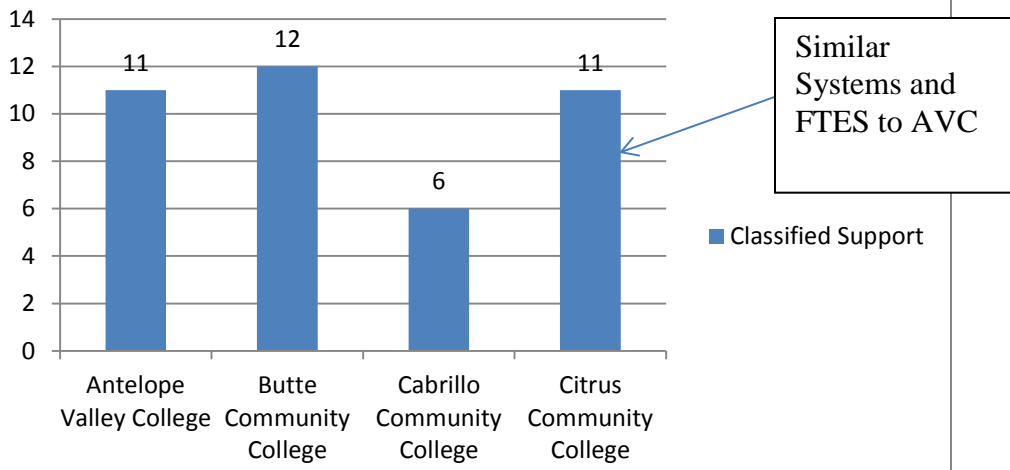
2012-2013 Business Office Manager/Supervisor Comparison



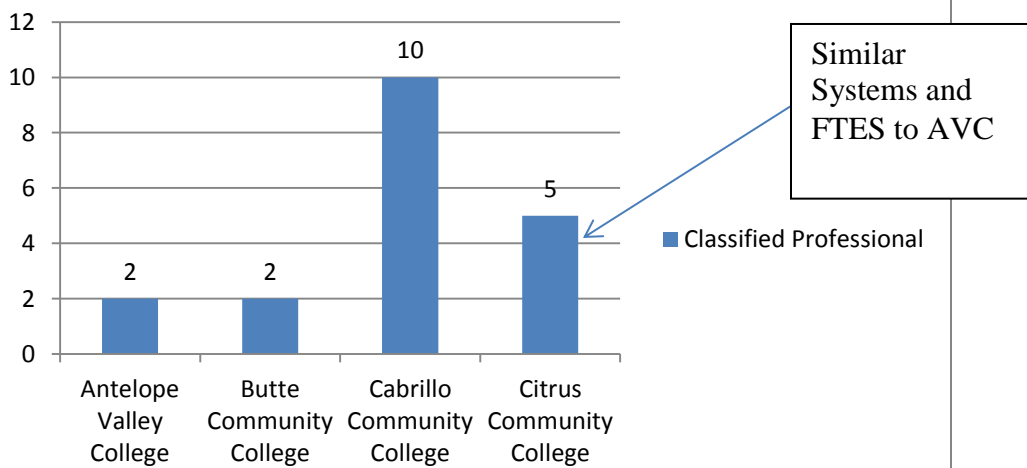
2012-2013 Classified Business Office Professional/Support Comparison



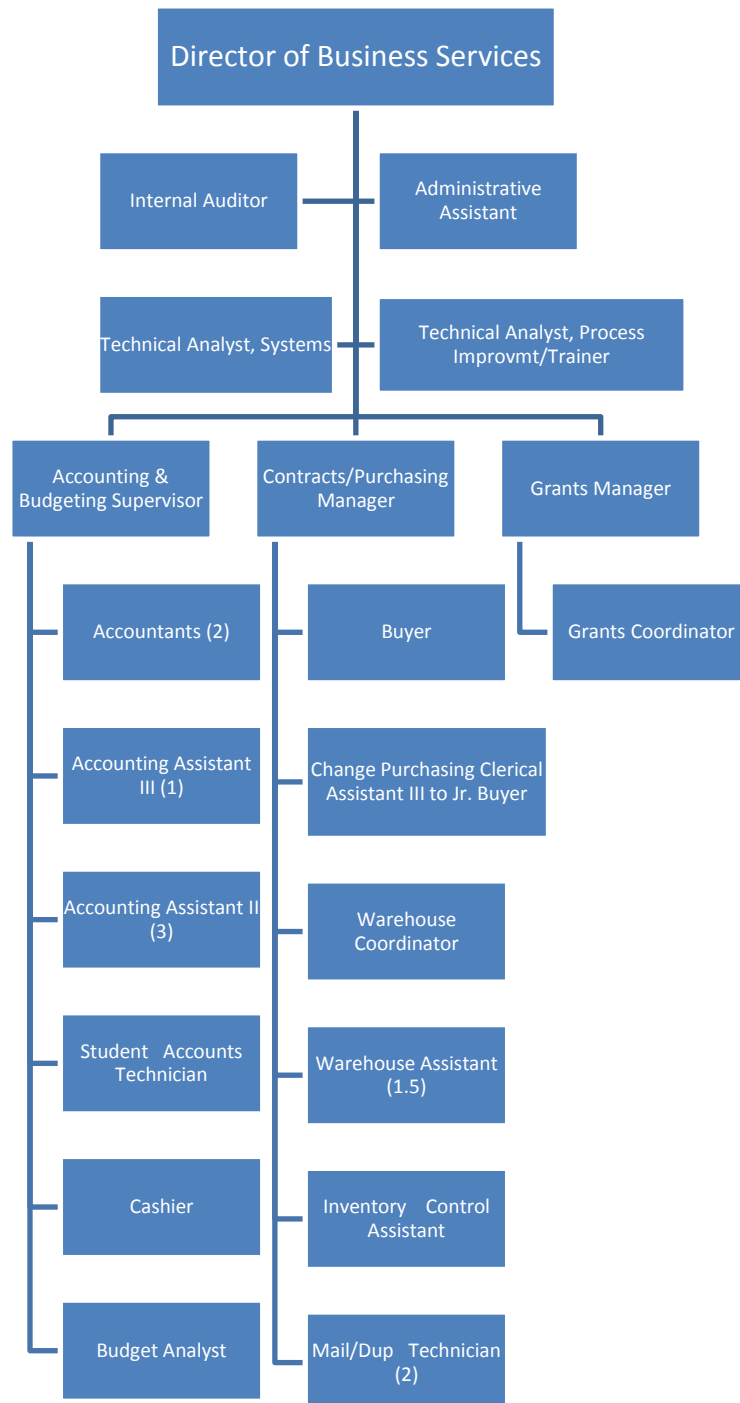
2012-2013 Classified Support



2012-2013 Classified Professional



Citrus college is the closest in similar FTES and systems. However, they have twice as many management staff. Citrus has 16 classified support and believe that they are understaffed. Antelope Valley currently has 13 classified support. That is a 23% reduction comparable to Citrus College. The goal for the Business Services Area staffing is as follows:



- 6.3 List **facilities/physical resources** (remodels, renovations or new) needed to provide a safe and appropriate student learning and/or work environment. List needs in priority order.

In order to accommodate additional staffing and storage requirements, it is recommended that the entire A154 area be dedicated to business services. The business office currently shares an office with the Dean of Institutional Effectiveness and Academic Senate. This would create two additional offices and space for reconfiguring the cubicles. This would create adequate space for the business office needed to improve operational outcomes.

- 6.4 Identify **financial resources** needed to improve outcomes and/or student achievement. List needs in priority order.

The business office also needs an increase in consulting services. There is a need to assist with the segregated systems issues that involve technical expertise. We have a Banner consultant for student accounts receivable that comes out each year for one week to assist in migrating back to Banner baseline. Over the years, we've created home grown solutions to issues that Banner baseline already addresses in their updates in regards to our application of payments, billing, drop for non payment and other student accounts receivable issues. When Banner was first implemented, there was no consultant in the student accounts area. Just recently in 2010, we started to have the consultant come once a year to offer training. There is a need to expand this to quarterly visits to facilitate resolution of the Banner issues. We also need support in other financial system areas.

The business office would also need an additional fax machine. Currently, there is one fax machine that is shared between accounting and purchasing. This creates several challenges because both have high demand needs for fax machine use. This will help the business office in operational outcome #1: Ensure annual reporting deadlines are met. Both accounts payable and purchasing are high volume areas that require separate fax machines. Currently, there is a bottleneck in sending out purchase orders and receiving faxed invoices and someone in the business office has to separate these out, which the order of faxes are coordinated.

The business office would need additional supply budget to support the increase in staffing.

- 6.5 Identify **professional development resources** needed to improve outcomes and/or facilitate student achievement. List needs in priority order.

The business services staff have varying skill sets; from budgeting to accounting to purchasing to logistical support to duplication and mail services. There are several professional organization that specialize in these areas and would provide professional development and improve all operational outcomes in business services. They include:

- Association of California Community College Administrators
- Association of Chief Business Officials
- California Association of School Business Officials
- Council of Supply Chain Management Professionals
- National Contract Management Association
- Association of College & University Auditors
- Western Association of College and University Business Officers
- Financial Crisis Management and Assistance Team
- School Services of California
- Association of Mail & Parcel Centers
- American Chain of Warehouses
- Department of Transportation/Hazmat Training
- Los Angeles County Office of Education Training programs

Area 7 - Recommendations and Comments

- 7.1 Industry standard is to separate procurement from fiscal functions. Both have very different skill sets and specializations. If you notice the organizational structures in three comparable community colleges: Butte, Cabrillo and Citrus; there is a director of business services/procurement and a director of fiscal services equivalent. Presently, there is one director of business services performing both functions. The business office is too lean and encompasses several varying skill set areas. As a result of personnel being spread thin, there is undue stress and pressure on the team to try and cover all of these varying areas. Other comparable districts have addressed this issue by adequately staffing the business office. The two districts that have 3 managers as opposed to the 4 that Citrus has, have instituted an integrated system. Citrus has a similar FTES and system structure that we do, but has twice as many managers and 23% more classified staff to deal with these issues.
- 7.2 What changes in the program review process would improve institutional effectiveness or make the results more helpful to the program? A holistic view of the varying areas as integrated into the district and a needs assessment performed. A good example would be that Institutional research, the foundation and business services have identified the need for a grant manager. Program reviews are done by individual department or division but I believe there is a lot of overlap in identifying the needs of the district, not just on an area by area view.

2012-2013 Key Deadlines (Microsoft Project)

Task Name	Start	Finish	Work	Resource Names
Business Office Schedule of Activities	Mon 7/2/12	Fri 6/28/13	6,397.8 hrs	
July	Mon 7/2/12	Tue 7/31/12	1,051.37 hrs	
General Activities	Mon 7/2/12	Tue 7/31/12	156.33 hrs	
4th of July Holiday	Wed 7/4/12	Wed 7/4/12	0 hrs	
SACs Update	Mon 7/2/12	Mon 7/30/12	50 hrs	Categorical Accountant, Student Accounts Technician
Cashflow Analysis	Tue 7/31/12	Tue 7/31/12	6 hrs	Director of Business Services
Post LCGL014S Categorical Expense Report	Mon 7/2/12	Mon 7/30/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Mon 7/2/12	Mon 7/30/12	2 hrs	Clerical III
Trial Balance Review	Mon 7/2/12	Mon 7/30/12	6 hrs	Clerical III, Director of Business Services
Internal Controls Audit Preparation	Mon 7/2/12	Tue 7/17/12	77.33 hrs	Clerical III, Director of Business Services
Posting Audit Adjustments	Mon 7/2/12	Mon 7/2/12	2 hrs	Director of Business Services
Post Board Financials to Website	Mon 7/16/12	Mon 7/16/12	1 hr	Accounting & Budgeting Supervisor
Approve Employee Timesheets	Wed 7/25/12	Wed 7/25/12	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Banner Fall 1st Drop	Tue 7/10/12	Tue 7/10/12	8 hrs	Student Accounts Technician
Fiscal Year Closing Activities	Mon 7/2/12	Tue 7/31/12	662.53 hrs	
Miscellaneous EOY Activities (Research, Other reconciliations)	Mon 7/2/12	Tue 7/31/12	285.75 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor, Director of Business Services, Categorical Accountant, Accounting Assistant III, A/P Accounting Assistant II, A/P Accounting Assistant II-2
9795 Reconciliation-All Funds	Mon 7/2/12	Tue 7/31/12	31.45 hrs	Director of Business Services
Last Day to Post Deposits for Prior Year	Mon 7/2/12	Fri 7/6/12	25 hrs	Accounting Assistant III
Last Day to post payroll	Thu 7/5/12	Thu 7/5/12	0 hrs	
Last Day to enter auditable vouchers for accrual	Mon 7/2/12	Fri 7/6/12	53.33 hrs	A/P Accounting Assistant II, A/P Accounting Assistant II-2

District receives outstanding PO listing	Mon 7/9/12	Fri 7/13/12	80 hrs	A/P Accounting Assistant II,A/P Accounting Assistant II-2,Buyer,Capital Outlay Accountant,Categorical Accountant
Post Annual Cash in Bank	Mon 7/16/12	Fri 7/20/12	6 hrs	Accounting & Budgeting Supervisor
Interest Income Reconciliation	Tue 7/17/12	Thu 7/19/12	6 hrs	Director of Business Services
Due To/Due From - 9310/9610	Wed 7/18/12	Thu 7/19/12	8 hrs	Accounting & Budgeting Supervisor
Last Day to enter non auditable PO vouchers	Mon 7/16/12	Thu 7/19/12	16 hrs	A/P Accounting Assistant II,A/P Accounting Assistant II-2
Mass PO finalize/cancel	Mon 7/16/12	Thu 7/19/12	24 hrs	Capital Outlay Accountant,A/P Accounting Assistant II,A/P Accounting Assistant II-2
Accounts Payable Review PO listing for accrual	Mon 7/23/12	Fri 7/27/12	40 hrs	Capital Outlay Accountant,Categorical Accountant,A/P Accounting Assistant II,A/P Accounting Assistant II-2,Accounting & Budgeting Supervisor
Accounts Payable Accruals - 9520	Mon 7/23/12	Thu 7/26/12	16 hrs	A/P Accounting Assistant II,A/P Accounting Assistant II-2
Accounts Receivable - 9200	Mon 7/23/12	Thu 7/26/12	20 hrs	Capital Outlay Accountant,Categorical Accountant,Accounting Assistant III
Deferred Revenue for Applicable Restricted Programs	Mon 7/23/12	Fri 7/27/12	21 hrs	Categorical Accountant,Director of Business Services
Last Day for Express Vouchers	Mon 7/23/12	Fri 7/27/12	20 hrs	A/P Accounting Assistant II,A/P Accounting Assistant II-2
Annual Enrollment Fee Reconciliation	Mon 7/30/12	Mon 7/30/12	2 hrs	Director of Business Services
Annual Property Tax Reconciliation	Mon 7/30/12	Mon 7/30/12	2 hrs	Director of Business Services
4th Qtr Lottery Accrual	Mon 7/30/12	Mon 7/30/12	2 hrs	Director of Business Services
Annual Apportionment Reconciliation	Mon 7/30/12	Mon 7/30/12	4 hrs	Director of Business Services
Reconciliations	Mon 7/2/12	Tue 7/31/12	115.5 hrs	
Accounts Payable Reconciliation	Mon 7/16/12	Fri 7/20/12	15 hrs	Capital Outlay Accountant,Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 7/23/12	Fri 7/27/12	8 hrs	Capital Outlay Accountant,Accounting &

				Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 7/16/12	Fri 7/20/12	8 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Tue 7/31/12	Tue 7/31/12	4 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 7/16/12	Mon 7/16/12	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Mon 7/16/12	Mon 7/16/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 7/16/12	Mon 7/16/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 7/16/12	Mon 7/16/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Tue 7/17/12	Tue 7/17/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Wed 7/18/12	Wed 7/18/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Thu 7/19/12	Thu 7/19/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Fri 7/20/12	Fri 7/20/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Period 998 Opens for adjustments	Thu 7/26/12	Thu 7/26/12	0 hrs	
Monthly Reconciliation of Student Financial Aid Account	Mon 7/23/12	Fri 7/27/12	22 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Mon 7/23/12	Tue 7/31/12	26 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Verify 3th Qtr Lottery Receipt	Tue 7/31/12	Tue 7/31/12	0.5 hrs	Director of Business Services
Reconcile Error Accounts - 1999/2999/3999	Tue 7/31/12	Tue 7/31/12	4 hrs	Capital Outlay Accountant
Budget Planning/Review Activities	Mon 7/2/12	Tue 7/31/12	4 hrs	
California State Budget Signed	Mon 7/2/12	Mon 7/2/12	0 hrs	Director of Business Services
Advanced Apportionment	Mon 7/23/12	Mon 7/23/12	2 hrs	Director of Business Services
Budget Workshop	Tue 7/31/12	Tue 7/31/12	2 hrs	Director of Business Services
Reports/Contracts Due	Mon 7/2/12	Tue 7/31/12	113 hrs	
Final 320	Mon 7/2/12	Fri 7/13/12	30 hrs	Director of Business Services
Quarterly Taxes-State	Mon	Tue 7/31/12	24 hrs	Accounting & Budgeting Supervisor

(SUI) & Federal Return	7/16/12			
Reconcile Revolving Cash & Report On PO Report	Mon 7/2/12	Mon 7/2/12	1 hr	Accounting Assistant III
Board Monthly Financials Prior Year-General Fund	Mon 7/2/12	Mon 7/2/12	2 hrs	Accounting & Budgeting Supervisor
Board Monthly Financials Current Year-General Fund	Mon 7/2/12	Mon 7/2/12	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 7/2/12	Mon 7/2/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 7/2/12	Mon 7/2/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 7/2/12	Mon 7/2/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 7/2/12	Mon 7/2/12	2 hrs	Bookstore Accounting Technician
Monthly Auxiliary Account Income Statement	Mon 7/2/12	Mon 7/2/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 7/2/12	Mon 7/2/12	1 hr	Accounting Assistant III
Monthly Interfund Transfers	Mon 7/2/12	Mon 7/2/12	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 7/2/12	Mon 7/2/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Income Statement	Mon 7/2/12	Mon 7/2/12	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 7/2/12	Mon 7/2/12	2 hrs	ASO Accounting Assistant II
Monthly Purchase Order Report Prior Year	Mon 7/2/12	Mon 7/2/12	4 hrs	Buyer
Monthly Purchase Order Report Current Year	Mon 7/2/12	Mon 7/2/12	4 hrs	Buyer
Monthly Measure R Report	Mon 7/2/12	Mon 7/2/12	2 hrs	Capital Outlay Accountant
Monthly Audit Findings Status and Update	Mon 7/2/12	Mon 7/2/12	2 hrs	Director of Business Services
Categorical-VTEA Quarterly Report	Mon 7/23/12	Wed 7/25/12	2 hrs	Categorical Accountant
Categorical-Nursing Enrollment Quarterly Report	Mon 7/23/12	Wed 7/25/12	2 hrs	Categorical Accountant
Categorical-CTE Transitions Quarterly Report	Mon 7/23/12	Wed 7/25/12	2 hrs	Categorical Accountant
Categorical DSS/Calworks Quarterly Report	Mon 7/23/12	Wed 7/25/12	3 hrs	Categorical Accountant
Categorical-YDS Mod Completion Report	Mon 7/23/12	Wed 7/25/12	1 hr	Categorical Accountant

Categorical-Career Tech/SB70 Quarterly Report	Mon 7/23/12	Wed 7/25/12	1 hr	Categorical Accountant
Categorical-CTE Supplemental Quarterly Report	Mon 7/23/12	Wed 7/25/12	1 hr	Categorical Accountant
Categorical-CTE Pathways Quarterly Report	Mon 7/23/12	Wed 7/25/12	1 hr	Categorical Accountant
Categorical-Workforce Innovation Partnerships Quarterly Report	Mon 7/23/12	Wed 7/25/12	1 hr	Categorical Accountant
Categorical-YDS Annual Report	Thu 7/26/12	Tue 7/31/12	3 hrs	Categorical Accountant
Categorical-Foster Care Annual Report	Thu 7/26/12	Tue 7/31/12	3 hrs	Categorical Accountant
Categorical-Career Tech/SB70 Annual Report	Thu 7/26/12	Tue 7/31/12	1.5 hrs	Categorical Accountant
Categorical-CTE Supplemental Annual Report	Thu 7/26/12	Tue 7/31/12	1.5 hrs	Categorical Accountant
Categorical-CTE Pathways Annual Report	Thu 7/26/12	Tue 7/31/12	1.5 hrs	Categorical Accountant
Categorical-Workforce Innovation Partnerships Annual Report	Thu 7/26/12	Tue 7/31/12	1.5 hrs	Categorical Accountant
August	Wed 8/1/12	Fri 8/31/12	694.2 hrs	
General Activities	Wed 8/1/12	Fri 8/31/12	34 hrs	
SACs Update	Mon 8/6/12	Mon 8/27/12	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 8/2/12	Thu 8/30/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 8/2/12	Thu 8/30/12	2 hrs	Clerical III
Trial Balance Review	Wed 8/1/12	Fri 8/31/12	4 hrs	Clerical III, Director of Business Services
Cashflow Analysis	Fri 8/31/12	Fri 8/31/12	6 hrs	Director of Business Services
Post Board Financials to Website	Thu 8/16/12	Thu 8/16/12	1 hr	Accounting & Budgeting Supervisor
Banner Fall 2nd Drop	Wed 8/15/12	Wed 8/15/12	6 hrs	Student Accounts Technician
Higher One Refund Wire	Tue 8/7/12	Tue 8/7/12	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Mon 8/13/12	Mon 8/13/12	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 8/21/12	Tue 8/21/12	1 hr	Director of Business Services
Approve Employee Timesheets	Mon 8/27/12	Mon 8/27/12	2 hrs	Accounting & Budgeting Supervisor, Director of Business

				Services
Budget Planning/Review Activities	Wed 8/1/12	Fri 8/31/12	103 hrs	
Salary Projections	Wed 8/1/12	Fri 8/10/12	14 hrs	Director of Business Services
Benefits Projections	Wed 8/1/12	Fri 8/10/12	10 hrs	Director of Business Services
Adopted Budget Development	Wed 8/1/12	Fri 8/31/12	78 hrs	Director of Business Services
Presentation of Adopted to SPBC	Wed 8/15/12	Wed 8/15/12	1 hr	Director of Business Services
Fiscal Year Closing Activities	Wed 8/1/12	Fri 8/31/12	344.2 hrs	
Miscellaneous EOY Activities (Research, Other reconciliations)	Wed 8/1/12	Fri 8/17/12	274.2 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor, Director of Business Services, Categorical Accountant, Accounting Assistant III, A/P Accounting Assistant II, A/P Accounting Assistant II-2
Period 998 Opens for adjustments	Wed 8/1/12	Fri 8/10/12	51 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor, Director of Business Services, Categorical Accountant
Reconcile Fund Balance	Wed 8/1/12	Fri 8/10/12	0 hrs	
Balance Interest and Investment Income	Mon 8/13/12	Fri 8/31/12	15 hrs	Director of Business Services
4th Quarter Interest Reconciliation-Prior Year	Mon 8/13/12	Fri 8/31/12	4 hrs	Director of Business Services
Period 998 Closes for adjustments	Fri 8/10/12	Fri 8/10/12	0 hrs	
Appropriation Transfers	Fri 8/17/12	Fri 8/17/12	0 hrs	
Closed-Final Reports	Mon 8/20/12	Mon 8/20/12	0 hrs	
Reconciliations	Wed 8/1/12	Fri 8/31/12	94 hrs	
Accounts Payable Reconciliation	Mon 8/13/12	Fri 8/17/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 8/20/12	Fri 8/24/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 8/13/12	Fri 8/17/12	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 8/31/12	Fri 8/31/12	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank	Mon	Mon 8/13/12	1 hr	Accounting & Budgeting Supervisor

Account Reconciliation Approval	8/13/12			
Monthly Bookstore Bank Account Reconciliation Approval	Mon 8/13/12	Mon 8/13/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 8/13/12	Mon 8/13/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 8/13/12	Mon 8/13/12	4 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Tue 8/14/12	Tue 8/14/12	4 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Wed 8/15/12	Wed 8/15/12	3 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Thu 8/16/12	Thu 8/16/12	3 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Fri 8/17/12	Fri 8/17/12	4 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Mon 8/20/12	Thu 8/23/12	13 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Fri 8/24/12	Fri 8/31/12	24 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 8/31/12	Fri 8/31/12	4 hrs	Capital Outlay Accountant
Semi-Annual Peoplesoft Security Audit	Tue 7/31/12	Fri 8/3/12	4 hrs	Accounting & Budgeting Supervisor
Reports/Contracts Due	Wed 8/1/12	Fri 8/31/12	119 hrs	
Board Monthly Financials Prior Year-General Fund	Mon 8/6/12	Mon 8/6/12	2 hrs	Accounting & Budgeting Supervisor
Board Monthly Financials Current Year-General Fund	Mon 8/6/12	Mon 8/6/12	2 hrs	Accounting & Budgeting Supervisor
Annual COTOP Contact Due	Mon 8/6/12	Mon 8/6/12	1 hr	Director of Business Services
Reconcile Revolving Cash & Report On PO Report	Mon 8/6/12	Mon 8/6/12	1 hr	Accounting Assistant III
Monthly Cafeteria Income Statement	Mon 8/6/12	Mon 8/6/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 8/6/12	Mon 8/6/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 8/6/12	Mon 8/6/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 8/6/12	Mon 8/6/12	2 hrs	Bookstore Accounting Technician

Monthly ASO Income Statement	Mon 8/6/12	Mon 8/6/12	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 8/6/12	Mon 8/6/12	2 hrs	ASO Accounting Assistant II
Monthly Measure R Report	Mon 8/6/12	Mon 8/6/12	2 hrs	Capital Outlay Accountant
Monthly Purchase Order Report Prior Year	Mon 8/6/12	Mon 8/6/12	4 hrs	Buyer
Monthly Purchase Order Report Current Year	Mon 8/6/12	Mon 8/6/12	4 hrs	Buyer
Monthly Auxiliary Account Income Statement	Mon 8/6/12	Mon 8/6/12	1 hr	Accounting Assistant III
Monthly Audit Findings Status and Update	Mon 8/6/12	Mon 8/6/12	1 hr	Director of Business Services
Monthly Intrafund Transfers	Mon 8/6/12	Mon 8/6/12	1 hr	Accounting & Budgeting Supervisor
Monthly Interfund Transfers	Mon 8/6/12	Mon 8/6/12	1 hr	Accounting & Budgeting Supervisor
Monthly Auxiliary Account Balance Sheet	Mon 8/6/12	Mon 8/6/12	1 hr	Accounting Assistant III
CCFS311 Quarterly Update	Wed 8/15/12	Wed 8/15/12	4 hrs	Accounting & Budgeting Supervisor
Annual Program Review/Update	Wed 8/1/12	Fri 8/31/12	41 hrs	Director of Business Services
Semi-Annual Peoplesoft Security Audit	Wed 8/15/12	Fri 8/31/12	16 hrs	Accounting & Budgeting Supervisor
Categorical-VTEA Annual Report	Fri 8/24/12	Fri 8/31/12	2 hrs	Categorical Accountant
Categorical-TANF Federal Annual Report	Fri 8/24/12	Fri 8/31/12	2 hrs	Categorical Accountant
Categorical-CTE Transitions Annual Report	Fri 8/24/12	Fri 8/31/12	2 hrs	Categorical Accountant
Categorical-EOPS Annual Report	Fri 8/24/12	Fri 8/31/12	3 hrs	Categorical Accountant
Categorical-CARE Annual Report	Fri 8/24/12	Fri 8/31/12	3 hrs	Categorical Accountant
Categorical-DSPS Annual Report	Fri 8/24/12	Fri 8/31/12	5 hrs	Categorical Accountant
Categorical-Calworks Annual Report	Fri 8/24/12	Fri 8/31/12	3 hrs	Categorical Accountant
Categorical-Nursing Enrollment Annual Report	Fri 8/24/12	Fri 8/31/12	3 hrs	Categorical Accountant
Categorical-TANF State Annual Report	Fri 8/24/12	Fri 8/31/12	2 hrs	Categorical Accountant
September	Mon 9/3/12	Fri 9/28/12	418 hrs	
General Activities	Mon 9/3/12	Fri 9/28/12	243 hrs	
Labor Day	Mon 9/3/12	Mon 9/3/12	0 hrs	

SACs Update	Mon 9/3/12	Mon 9/24/12	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 9/6/12	Thu 9/27/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 9/6/12	Thu 9/27/12	2 hrs	Clerical III
Trial Balance Review	Mon 9/3/12	Fri 9/28/12	4 hrs	Clerical III, Director of Business Services
Annual Auction- Normally held in September/October Timeframe	Mon 9/3/12	Tue 9/25/12	136 hrs	Warehouse Coordinator
Cashflow Analysis	Fri 9/28/12	Fri 9/28/12	6 hrs	Director of Business Services
Start 311 Report - Due Oct 10th	Mon 9/17/12	Fri 9/28/12	40 hrs	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 9/4/12	Tue 9/4/12	1 hr	Accounting & Budgeting Supervisor
Post Board Financials to Website	Mon 9/17/12	Mon 9/17/12	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 9/18/12	Tue 9/18/12	1 hr	Director of Business Services
Contract District Audit Manual Available	Mon 9/17/12	Fri 9/21/12	40 hrs	Director of Business Services
Approve Employee Timesheets	Tue 9/25/12	Tue 9/25/12	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Budget Planning/Review Activities	Mon 9/3/12	Fri 9/28/12	16 hrs	
Presentation of Adopted to Board of Trustees	Mon 9/10/12	Mon 9/10/12	8 hrs	Director of Business Services
Line Item Budget Upload	Tue 9/11/12	Tue 9/11/12	8 hrs	Accounting & Budgeting Supervisor
Reconciliations	Mon 9/3/12	Fri 9/28/12	98 hrs	
Accounts Payable Reconciliation	Mon 9/10/12	Fri 9/14/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 9/17/12	Fri 9/21/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 9/10/12	Fri 9/14/12	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 9/28/12	Fri 9/28/12	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 9/17/12	Mon 9/17/12	1 hr	Accounting & Budgeting Supervisor

Monthly Bookstore Bank Account Reconciliation Approval	Mon 9/17/12	Mon 9/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 9/17/12	Mon 9/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 9/17/12	Mon 9/17/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Tue 9/18/12	Tue 9/18/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Wed 9/19/12	Wed 9/19/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Thu 9/20/12	Thu 9/20/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Fri 9/21/12	Fri 9/21/12	9 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 9/28/12	Fri 9/28/12	4 hrs	Capital Outlay Accountant
Monthly Fees & Deposits Bank Account Reconciliation	Wed 9/26/12	Fri 9/28/12	21 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Fri 9/28/12	Fri 9/28/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Post Deferred Revenue to Current Fiscal Year	Mon 9/3/12	Mon 9/3/12	4 hrs	Categorical Accountant
4th Quarter Interest Posting	Fri 9/28/12	Fri 9/28/12	4 hrs	Director of Business Services
Reports/Contracts Due	Mon 9/3/12	Fri 9/28/12	61 hrs	
Board Monthly Financials-General Fund	Mon 9/3/12	Mon 9/3/12	2 hrs	Accounting & Budgeting Supervisor
Reconcile Revolving Cash & Report On PO Report	Mon 9/3/12	Mon 9/3/12	8 hrs	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 9/3/12	Tue 9/4/12	8 hrs	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 9/3/12	Wed 9/5/12	8 hrs	Accounting Assistant III
Monthly Cafeteria Income Statement	Mon 9/3/12	Mon 9/3/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 9/3/12	Mon 9/3/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 9/3/12	Mon 9/3/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 9/3/12	Mon 9/3/12	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 9/3/12	Mon 9/3/12	2 hrs	ASO Accounting Assistant II

Monthly ASO Balance Sheet	Mon 9/3/12	Mon 9/3/12	2 hrs	ASO Accounting Assistant II
Monthly Measure R Report	Mon 9/3/12	Mon 9/3/12	2 hrs	Capital Outlay Accountant
Monthly Purchase Order Report	Mon 9/3/12	Mon 9/3/12	4 hrs	Buyer
Monthly Interfund Transfers	Mon 9/3/12	Mon 9/3/12	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 9/3/12	Mon 9/3/12	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 9/3/12	Mon 9/3/12	8 hrs	Director of Business Services
CCFS311 Quarterly from Aug to Board	Mon 9/3/12	Mon 9/3/12	2 hrs	Accounting & Budgeting Supervisor
Enrollment Revenue Report Due PY Actuals	Fri 9/14/12	Fri 9/14/12	4 hrs	Categorical Accountant
Categorical-EEO Annual Report	Fri 9/28/12	Fri 9/28/12	1 hr	Categorical Accountant
October	Mon 10/1/12	Wed 10/31/12	1,116.15 hrs	
General Activities	Mon 10/1/12	Wed 10/31/12	767.15 hrs	
Post LCGL014S Categorical Expense Report	Mon 10/1/12	Mon 10/29/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Mon 10/1/12	Mon 10/29/12	2 hrs	Clerical III
Trial Balance Review	Mon 10/1/12	Wed 10/31/12	4 hrs	Clerical III, Director of Business Services
SACs Update	Mon 10/1/12	Mon 10/29/12	10 hrs	Categorical Accountant
Annual Audit Preparation	Mon 10/1/12	Wed 10/31/12	708.15 hrs	Clerical III, Director of Business Services, Buyer, Capital Outlay Accountant, Accounting & Budgeting Supervisor, Cafeteria Accounting Assistant III, Categorical Accountant, Student Accounts Technician, Accounting Assistant III, ASO Accounting Assistant II, Bookst..
Cashflow Analysis	Wed 10/31/12	Wed 10/31/12	6 hrs	Director of Business Services
Higher One Refund Wire	Tue 10/2/12	Tue 10/2/12	1 hr	Accounting & Budgeting Supervisor
Post Board Financials to Website	Mon 10/15/12	Mon 10/15/12	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue	Tue	1 hr	Director of Business Services

	10/16/12	10/16/12		
Approve Employee Timesheets	Thu 10/25/12	Thu 10/25/12	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Higher One Refund Wire	Tue 10/30/12	Tue 10/30/12	1 hr	Accounting & Budgeting Supervisor
Annual Audit District, Prop 39 and Foundation Audit	Mon 10/29/12	Wed 10/31/12	29 hrs	Director of Business Services, Capital Outlay Accountant, Accounting & Budgeting Supervisor, Categorical Accountant
Budget Planning/Review Activities	Mon 10/1/12	Wed 10/31/12	24 hrs	
ACBO Southern Conference	Mon 10/22/12	Wed 10/24/12	24 hrs	Director of Business Services
Reconciliations	Mon 10/1/12	Wed 10/31/12	82 hrs	
Accounts Payable Reconciliation	Wed 10/17/12	Tue 10/23/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Wed 10/17/12	Tue 10/23/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Wed 10/17/12	Tue 10/23/12	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Wed 10/31/12	Wed 10/31/12	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Wed 10/17/12	Wed 10/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Wed 10/17/12	Wed 10/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Wed 10/17/12	Wed 10/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Wed 10/17/12	Thu 10/18/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Wed 10/17/12	Thu 10/18/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Thu 10/18/12	Fri 10/19/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Thu 10/18/12	Mon 10/22/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III

Monthly Reconciliation of Student Financial Aid Account	Fri 10/19/12	Tue 10/23/12	7 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Wed 10/31/12	Wed 10/31/12	4 hrs	Capital Outlay Accountant
Monthly Fees & Deposits Bank Account Reconciliation	Thu 10/25/12	Tue 10/30/12	15 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Mon 10/29/12	Wed 10/31/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reports/Contracts Due	Mon 10/1/12	Wed 10/31/12	243 hrs	
BFAP Report Submittal	Mon 10/1/12	Fri 10/19/12	30 hrs	Director of Business Services
Quarterly Taxes-State (SUI) & Federal Return	Mon 10/15/12	Wed 10/31/12	46 hrs	Accounting & Budgeting Supervisor
1098 T Vangent Contract Due	Mon 10/1/12	Fri 10/5/12	5 hrs	Director of Business Services
Reconcile Revolving Cash & Report On PO Report	Mon 10/1/12	Mon 10/1/12	1 hr	Accounting Assistant III
Board Monthly Financials-General Fund	Mon 10/1/12	Mon 10/1/12	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 10/1/12	Mon 10/1/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 10/1/12	Mon 10/1/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 10/1/12	Mon 10/1/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 10/1/12	Mon 10/1/12	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 10/1/12	Mon 10/1/12	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 10/1/12	Mon 10/1/12	2 hrs	ASO Accounting Assistant II
Monthly Purchase Order Report	Mon 10/1/12	Mon 10/1/12	4 hrs	Buyer
Monthly Auxiliary Account Income Statement	Mon 10/1/12	Mon 10/1/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 10/1/12	Mon 10/1/12	1 hr	Accounting Assistant III
Monthly Measure R Report	Mon 10/1/12	Mon 10/1/12	2 hrs	Capital Outlay Accountant
Monthly Interfund Transfers	Mon 10/1/12	Mon 10/1/12	1 hr	Accounting & Budgeting Supervisor

Monthly Intrafund Transfers	Mon 10/1/12	Mon 10/1/12	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 10/1/12	Mon 10/1/12	1 hr	Director of Business Services
CCFS311 Final Annual Report	Mon 10/1/12	Mon 10/8/12	30 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Final Prior Year 320 Reports Due	Mon 10/15/12	Tue 10/30/12	18 hrs	Director of Business Services
Equity in Athletics Report Due	Mon 10/15/12	Tue 10/30/12	60 hrs	Director of Business Services
Categorical-VTEA Quarterly Report	Tue 10/23/12	Thu 10/25/12	2 hrs	Categorical Accountant
Categorical-Nursing Enrollment Quarterly Report	Tue 10/23/12	Thu 10/25/12	2 hrs	Categorical Accountant
Categorical-YDS Mod Completion Report	Tue 10/23/12	Thu 10/25/12	1 hr	Categorical Accountant
Categorical-CTE Transitions Quarterly Report	Tue 10/23/12	Thu 10/25/12	2 hrs	Categorical Accountant
Categorical DSS/Calworks Quarterly Report	Tue 10/23/12	Thu 10/25/12	3 hrs	Categorical Accountant
Categorical-Career Tech/SB70 Quarterly Report	Tue 10/23/12	Thu 10/25/12	1 hr	Categorical Accountant
Categorical-CTE Supplemental Quarterly Report	Tue 10/23/12	Thu 10/25/12	1 hr	Categorical Accountant
Categorical-CTE Pathways Quarterly Report	Tue 10/23/12	Thu 10/25/12	1 hr	Categorical Accountant
Categorical-Workforce Innovation Partnerships Quarterly Report	Tue 10/23/12	Thu 10/25/12	1 hr	Categorical Accountant
Categorical-Title V Solo Annual Report	Fri 10/26/12	Mon 10/29/12	2 hrs	Categorical Accountant
Categorical-STEM Coop Annual Report	Fri 10/26/12	Mon 10/29/12	2 hrs	Categorical Accountant
Categorical-STEM Solo Annual Report	Fri 10/26/12	Mon 10/29/12	2 hrs	Categorical Accountant
Categorical-Matriculation Annual Report	Wed 10/24/12	Fri 10/26/12	3 hrs	Categorical Accountant
Categorical-Non Credit Matriculation Annual Report	Thu 10/25/12	Fri 10/26/12	2 hrs	Categorical Accountant
Categorical-Basic Skills Annual Report	Mon 10/8/12	Wed 10/10/12	3 hrs	Categorical Accountant
November	Thu 11/1/12	Fri 11/30/12	403.85 hrs	

General Activities	Thu 11/1/12	Fri 11/30/12	239.85 hrs	
Annual Audit District, Prop 39 and Foundation Audit	Thu 11/1/12	Thu 11/8/12	72 hrs	Director of Business Services,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Categorical Accountant
Veteran's Day	Fri 11/9/12	Fri 11/9/12	0 hrs	
SACs Update	Mon 11/5/12	Mon 11/26/12	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 11/1/12	Thu 11/29/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 11/1/12	Thu 11/29/12	2 hrs	Clerical III
Trial Balance Review	Thu 11/1/12	Fri 11/30/12	4 hrs	Clerical III,Director of Business Services
Higher One Refund Wire	Tue 11/13/12	Tue 11/13/12	1 hr	Accounting & Budgeting Supervisor
Start 1098 T Process. Due 2nd week in January	Tue 11/13/12	Fri 11/30/12	138.85 hrs	Director of Business Services,Student Accounts Technician
Cashflow Analysis	Fri 11/30/12	Fri 11/30/12	6 hrs	Director of Business Services
Prior Year and Current Year Property Tax Reports Due	Thu 11/15/12	Thu 11/15/12	2 hrs	Director of Business Services
Post Board Financials to Website	Thu 11/15/12	Thu 11/15/12	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 11/27/12	Tue 11/27/12	1 hr	Director of Business Services
Approve Employee Timesheets	Mon 11/26/12	Mon 11/26/12	2 hrs	Accounting & Budgeting Supervisor,Director of Business Services
Thanksgiving Holiday	Thu 11/22/12	Fri 11/23/12	0 hrs	
Budget Planning/Review Activities	Thu 11/1/12	Fri 11/30/12	4 hrs	
Review LCGL012S Budget to Actuals Report	Thu 11/1/12	Thu 11/1/12	4 hrs	Director of Business Services
Reconciliations	Thu 11/1/12	Fri 11/30/12	100 hrs	
Accounts Payable Reconciliation	Mon 11/12/12	Fri 11/16/12	8 hrs	Capital Outlay Accountant,Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 11/19/12	Fri 11/23/12	8 hrs	Capital Outlay Accountant,Accounting & Budgeting Supervisor

Accounts Receivable Reconciliation-Restricted	Mon 11/12/12	Fri 11/16/12	8 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 11/30/12	Fri 11/30/12	4 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 11/12/12	Mon 11/12/12	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Mon 11/12/12	Mon 11/12/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 11/12/12	Mon 11/12/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 11/12/12	Mon 11/12/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Tue 11/13/12	Tue 11/13/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Wed 11/14/12	Wed 11/14/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Thu 11/15/12	Thu 11/15/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Fri 11/16/12	Fri 11/16/12	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Mon 11/19/12	Fri 11/23/12	16 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Mon 11/26/12	Fri 11/30/12	24 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 11/30/12	Fri 11/30/12	4 hrs	Capital Outlay Accountant
Reports/Contracts Due	Thu 11/1/12	Fri 11/30/12	60 hrs	
PIPS Audit Payroll Submission	Fri 11/2/12	Fri 11/2/12	4 hrs	Director of Business Services
Board Monthly Financials-General Fund	Mon 11/5/12	Mon 11/5/12	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 11/5/12	Mon 11/5/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 11/5/12	Mon 11/5/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 11/5/12	Mon 11/5/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 11/5/12	Mon 11/5/12	2 hrs	Bookstore Accounting Technician
Monthly ASO Income	Mon	Mon 11/5/12	2 hrs	ASO Accounting Assistant II

Statement	11/5/12			
Monthly ASO Balance Sheet	Mon 11/5/12	Mon 11/5/12	2 hrs	ASO Accounting Assistant II
Monthly Purchase Order Report	Mon 11/5/12	Mon 11/5/12	4 hrs	Buyer
Monthly Measure R Report	Mon 11/5/12	Mon 11/5/12	2 hrs	Capital Outlay Accountant
Reconcile Revolving Cash & Report On PO Report	Mon 11/5/12	Mon 11/5/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 11/5/12	Mon 11/5/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 11/5/12	Wed 11/7/12	8 hrs	Accounting Assistant III
Monthly Interfund Transfers	Mon 11/5/12	Mon 11/5/12	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 11/5/12	Mon 11/5/12	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 11/5/12	Mon 11/5/12	2 hrs	Director of Business Services
CCFS311 Quarterly Update	Thu 11/15/12	Thu 11/15/12	4 hrs	Accounting & Budgeting Supervisor
Write the MD&A for Annual Audit Report	Thu 11/15/12	Fri 11/23/12	18 hrs	Director of Business Services
December	Mon 12/3/12	Mon 12/31/12	206 hrs	
General Activities	Mon 12/3/12	Mon 12/31/12	45 hrs	
SACs Update	Mon 12/3/12	Mon 12/31/12	10 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 12/6/12	Thu 12/27/12	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 12/6/12	Thu 12/27/12	2 hrs	Clerical III
Quarterly Audit of Auxiliary, ASO, etc.	Thu 12/13/12	Thu 12/13/12	6 hrs	Accounting & Budgeting Supervisor
Trial Balance Review	Mon 12/3/12	Mon 12/31/12	4 hrs	Clerical III, Director of Business Services
Cashflow Analysis	Mon 12/31/12	Mon 12/31/12	6 hrs	Director of Business Services
Banner Spring/Intercession 1st Drop	Tue 12/4/12	Tue 12/4/12	6 hrs	Student Accounts Technician
Post Board Financials to Website	Fri 12/14/12	Fri 12/14/12	1 hr	Accounting & Budgeting Supervisor
Banner Intercession	Wed	Wed	6 hrs	Student Accounts Technician

2nd Drop	12/12/12	12/12/12		
Approve Employee Timesheets	Fri 12/21/12	Fri 12/21/12	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Christmas Holiday	Mon 12/24/12	Mon 12/31/12	0 hrs	
Budget Planning/Review Activities	Mon 12/3/12	Mon 12/31/12	8 hrs	
Review LCGL012S Budget to Actuals Report	Thu 12/6/12	Thu 12/6/12	8 hrs	Director of Business Services
Reconciliations	Mon 12/17/12	Mon 12/31/12	104 hrs	
Accounts Payable Reconciliation	Mon 12/17/12	Fri 12/21/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 12/17/12	Fri 12/21/12	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 12/17/12	Fri 12/21/12	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Mon 12/31/12	Mon 12/31/12	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 12/17/12	Mon 12/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Mon 12/17/12	Mon 12/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 12/17/12	Mon 12/17/12	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 12/17/12	Mon 12/17/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Mon 12/17/12	Mon 12/17/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Tue 12/18/12	Tue 12/18/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Wed 12/19/12	Wed 12/19/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Thu 12/20/12	Thu 12/20/12	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Thu 12/20/12	Wed 12/26/12	16 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Fees &	Thu	Fri 12/28/12	24 hrs	Accounting & Budgeting

Deposits Bank Account Reconciliation	12/20/12			Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Mon 12/31/12	Mon 12/31/12	4 hrs	Capital Outlay Accountant
1st Quarter Interest Income Reconciliation	Mon 12/31/12	Mon 12/31/12	2 hrs	Director of Business Services
Verify 1st Quarter Property Tax Payment	Mon 12/31/12	Mon 12/31/12	2 hrs	Director of Business Services
Reports/Contracts Due	Mon 12/3/12	Mon 12/31/12	49 hrs	
Board Monthly Financials-General Fund	Mon 12/3/12	Mon 12/3/12	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 12/3/12	Mon 12/3/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 12/3/12	Mon 12/3/12	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 12/3/12	Mon 12/3/12	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 12/3/12	Mon 12/3/12	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 12/3/12	Mon 12/3/12	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 12/3/12	Mon 12/3/12	2 hrs	ASO Accounting Assistant II
Monthly Purchase Order Report	Mon 12/3/12	Mon 12/3/12	4 hrs	Buyer
Monthly Measure R Report	Mon 12/3/12	Mon 12/3/12	2 hrs	Capital Outlay Accountant
Reconcile Revolving Cash & Report On PO Report	Mon 12/3/12	Mon 12/3/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 12/3/12	Mon 12/3/12	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 12/3/12	Wed 12/5/12	8 hrs	Accounting Assistant III
Monthly Interfund Transfers	Mon 12/3/12	Mon 12/3/12	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 12/3/12	Mon 12/3/12	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 12/3/12	Mon 12/3/12	8 hrs	Director of Business Services
CCFS311 Quarterly from Nov to Board	Mon 12/3/12	Mon 12/3/12	1 hr	Accounting & Budgeting Supervisor
Annual Audit Report Due	Fri 12/14/12	Fri 12/14/12	8 hrs	Director of Business Services

January	Tue 1/1/13	Thu 1/31/13	369.85 hrs	
General Activities	Tue 1/1/13	Thu 1/31/13	160.85 hrs	
New Year's Holiday	Tue 1/1/13	Tue 1/1/13	0 hrs	
SACs Update	Mon 1/7/13	Mon 1/28/13	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 1/3/13	Thu 1/31/13	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 1/3/13	Thu 1/31/13	2 hrs	Clerical III
Trial Balance Review	Tue 1/1/13	Thu 1/31/13	2 hrs	Clerical III, Director of Business Services
Cashflow Analysis	Thu 1/31/13	Thu 1/31/13	6 hrs	Director of Business Services
Annual Audit Presentation	Mon 1/14/13	Mon 1/14/13	2 hrs	Director of Business Services
1098T Issuance-takes at least 6 weeks	Tue 1/15/13	Thu 1/31/13	73.85 hrs	Student Accounts Technician
Verify 1st Quarter Lottery Payment	Thu 1/31/13	Thu 1/31/13	1 hr	Director of Business Services
Martin Luther King Jr. Holiday	Mon 1/14/13	Mon 1/14/13	0 hrs	
Post Board Financials to Website	Fri 1/18/13	Fri 1/18/13	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 1/22/13	Tue 1/22/13	1 hr	Accounting & Budgeting Supervisor
Approve Employee Timesheets	Fri 1/25/13	Fri 1/25/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Higher One Refund Wire	Mon 1/28/13	Mon 1/28/13	1 hr	Director of Business Services
Banner Spring 2nd Drop	Wed 1/30/13	Wed 1/30/13	6 hrs	Student Accounts Technician
1099 Issuance	Tue 1/15/13	Tue 1/15/13	8 hrs	Accounting Assistant III
Annual Taxes-State & Federal	Mon 1/14/13	Thu 1/31/13	45 hrs	Accounting & Budgeting Supervisor
Budget Planning/Review Activities	Tue 1/1/13	Thu 1/31/13	4 hrs	
Review LCGL012S Budget to Actuals Report	Thu 1/3/13	Thu 1/3/13	4 hrs	Director of Business Services
Reconciliations	Tue 1/1/13	Thu 1/31/13	114 hrs	
Accounts Payable Reconciliation	Mon 1/14/13	Fri 1/18/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 1/14/13	Fri 1/18/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable	Mon	Fri 1/18/13	8 hrs	Categorical Accountant, Accounting

Reconciliation-Restricted	1/14/13			& Budgeting Supervisor
Apportionment Payment & Journal to programs	Thu 1/31/13	Thu 1/31/13	4 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Wed 1/16/13	Wed 1/16/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Wed 1/16/13	Wed 1/16/13	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Wed 1/16/13	Wed 1/16/13	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Wed 1/16/13	Wed 1/16/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Thu 1/17/13	Thu 1/17/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Fri 1/18/13	Fri 1/18/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Fri 1/18/13	Fri 1/18/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Wed 1/23/13	Wed 1/23/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Wed 1/23/13	Tue 1/29/13	9 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Wed 1/23/13	Thu 1/31/13	17 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Thu 1/31/13	Thu 1/31/13	4 hrs	Capital Outlay Accountant
Verify 1st Quarter Lottery Payment	Thu 1/31/13	Thu 1/31/13	1 hr	Director of Business Services
W2 Reconciliation for prior calendar year	Mon 1/14/13	Thu 1/31/13	27 hrs	Accounting & Budgeting Supervisor
Reports/Contracts Due	Tue 1/1/13	Thu 1/31/13	91 hrs	
320 P1	Tue 1/1/13	Tue 1/15/13	32 hrs	Director of Business Services
Board Monthly Financials-General Fund	Mon 1/7/13	Mon 1/7/13	2 hrs	Accounting & Budgeting Supervisor
Annual Non Resident Fees Memo Board Approved	Mon 1/7/13	Mon 1/7/13	2 hrs	Director of Business Services
Quarterly Taxes-State (SUI) & Federal Return	Mon 1/7/13	Mon 1/7/13	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 1/7/13	Mon 1/7/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 1/7/13	Mon 1/7/13	2 hrs	Cafeteria Accounting Assistant III

Monthly Bookstore Income Statement	Mon 1/7/13	Mon 1/7/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 1/7/13	Mon 1/7/13	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 1/7/13	Mon 1/7/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 1/7/13	Mon 1/7/13	2 hrs	ASO Accounting Assistant II
Monthly Purchase Order Report	Mon 1/7/13	Mon 1/7/13	4 hrs	Buyer
Reconcile Revolving Cash & Report On PO Report	Mon 1/7/13	Mon 1/7/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 1/7/13	Mon 1/7/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 1/7/13	Mon 1/7/13	1 hr	Accounting Assistant III
Monthly Measure R Report	Mon 1/7/13	Mon 1/7/13	2 hrs	Capital Outlay Accountant
Monthly Interfund Transfers	Mon 1/7/13	Mon 1/7/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 1/7/13	Mon 1/7/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 1/7/13	Mon 1/7/13	2 hrs	Director of Business Services
Annual Audit Report Presentation to Board	Mon 1/7/13	Mon 1/7/13	2 hrs	Director of Business Services
Annual PIPS Estimated and Actual Salaries Due	Tue 1/8/13	Tue 1/8/13	8 hrs	Director of Business Services
Enrollment Revenue Report Due P1	Tue 1/15/13	Tue 1/15/13	4 hrs	Categorical Accountant
Categorical-VTEA Quarterly Report	Wed 1/23/13	Fri 1/25/13	2 hrs	Categorical Accountant
Categorical-Nursing Enrollment Quarterly Report	Wed 1/23/13	Fri 1/25/13	2 hrs	Categorical Accountant
Categorical-YDS Mod Completion Report	Wed 1/23/13	Fri 1/25/13	1 hr	Categorical Accountant
Categorical-CTE Transitions Quarterly Report	Wed 1/23/13	Fri 1/25/13	2 hrs	Categorical Accountant
Categorical DSS/Calworks Quarterly Report	Wed 1/23/13	Fri 1/25/13	3 hrs	Categorical Accountant
Categorical-Career Tech/SB70 Quarterly Report	Wed 1/23/13	Fri 1/25/13	1 hr	Categorical Accountant
Categorical-CTE Supplemental Quarterly Report	Wed 1/23/13	Fri 1/25/13	1 hr	Categorical Accountant
Categorical-CTE	Wed	Fri 1/25/13	1 hr	Categorical Accountant

Pathways Quarterly Report	1/23/13			
Categorical-Workforce Innovation Partnerships Quarterly Report	Wed 1/23/13	Fri 1/25/13	1 hr	Categorical Accountant
February	Fri 2/1/13	Thu 2/28/13	207 hrs	
General Activities	Fri 2/1/13	Thu 2/28/13	28 hrs	
SACs Update	Mon 2/4/13	Mon 2/25/13	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 2/7/13	Thu 2/28/13	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 2/7/13	Thu 2/28/13	2 hrs	Clerical III
Trial Balance Review	Fri 2/1/13	Thu 2/28/13	4 hrs	Clerical III, Director of Business Services
Cashflow Analysis	Wed 2/27/13	Wed 2/27/13	6 hrs	Director of Business Services
Audit Adjustments Review and Research	Thu 2/28/13	Thu 2/28/13	1 hr	Director of Business Services
Higher One Refund Wire	Tue 2/5/13	Tue 2/5/13	1 hr	Director of Business Services
Lincoln's Day	Fri 2/15/13	Fri 2/15/13	0 hrs	
Washington's Day	Mon 2/18/13	Mon 2/18/13	0 hrs	
Post Board Financials to Website	Fri 2/15/13	Fri 2/15/13	1 hr	Accounting & Budgeting Supervisor
Higher One Refund Wire	Tue 2/19/13	Tue 2/19/13	1 hr	Accounting & Budgeting Supervisor
Reclassification Study Review-On Hold	Fri 2/1/13	Thu 2/28/13	0 hrs	
Approve Employee Timesheets	Mon 2/25/13	Mon 2/25/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Budget Planning/Review Activities	Fri 2/1/13	Thu 2/28/13	16 hrs	
P1 Available	Fri 2/15/13	Fri 2/15/13	4 hrs	Director of Business Services
R1 Available-Prior Year Recalculation	Fri 2/15/13	Fri 2/15/13	4 hrs	Director of Business Services
Review LCGL012S Budget to Actuals Report	Thu 2/7/13	Thu 2/7/13	8 hrs	Director of Business Services
Reconciliations	Fri 2/1/13	Thu 2/28/13	108 hrs	
Accounts Payable Reconciliation	Fri 2/15/13	Thu 2/21/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Fri 2/22/13	Thu 2/28/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor

Accounts Receivable Reconciliation-Restricted	Fri 2/15/13	Thu 2/21/13	8 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Thu 2/28/13	Thu 2/28/13	4 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Fri 2/15/13	Mon 2/18/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Fri 2/15/13	Mon 2/18/13	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Fri 2/15/13	Mon 2/18/13	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 2/18/13	Mon 2/18/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Tue 2/19/13	Tue 2/19/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Tue 2/19/13	Tue 2/19/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Wed 2/20/13	Thu 2/21/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Wed 2/20/13	Fri 2/22/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Wed 2/20/13	Tue 2/26/13	16 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Wed 2/20/13	Thu 2/28/13	24 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Thu 2/28/13	Thu 2/28/13	4 hrs	Capital Outlay Accountant
Verify 4th Quarter Lottery Payment-Prior Year	Thu 2/28/13	Thu 2/28/13	2 hrs	Director of Business Services
Verify 2nd Quarter Property Tax Payment	Thu 2/28/13	Thu 2/28/13	2 hrs	Director of Business Services
2nd Quarter Interest Income Reconciliation	Thu 2/28/13	Thu 2/28/13	4 hrs	Director of Business Services
Reports/Contracts Due	Fri 2/1/13	Thu 2/28/13	55 hrs	
Board Monthly Financials-General Fund	Mon 2/4/13	Mon 2/4/13	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 2/4/13	Mon 2/4/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 2/4/13	Mon 2/4/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 2/4/13	Mon 2/4/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore	Mon 2/4/13	Mon 2/4/13	2 hrs	Bookstore Accounting Technician

Balance Sheet				
Monthly ASO Income Statement	Mon 2/4/13	Mon 2/4/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 2/4/13	Mon 2/4/13	2 hrs	ASO Accounting Assistant II
Reconcile Revolving Cash & Report On PO Report	Mon 2/4/13	Mon 2/4/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 2/4/13	Mon 2/4/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 2/4/13	Mon 2/4/13	1 hr	Accounting Assistant III
Monthly Purchase Order Report	Mon 2/4/13	Mon 2/4/13	4 hrs	Buyer
Monthly Measure R Report	Mon 2/4/13	Mon 2/4/13	2 hrs	Capital Outlay Accountant
Monthly Interfund Transfers	Mon 2/4/13	Mon 2/4/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 2/4/13	Mon 2/4/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 2/4/13	Mon 2/4/13	8 hrs	Director of Business Services
CCFS311 Quarterly Update	Fri 2/15/13	Fri 2/15/13	4 hrs	Accounting & Budgeting Supervisor
Semi-Annual Peoplesoft Security Audit	Fri 2/15/13	Thu 2/28/13	18 hrs	Accounting & Budgeting Supervisor
March	Fri 3/1/13	Fri 3/29/13	290 hrs	
General Activities	Fri 3/1/13	Fri 3/29/13	34 hrs	
SACs Update	Mon 3/4/13	Mon 3/25/13	8 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 3/7/13	Thu 3/28/13	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 3/7/13	Thu 3/28/13	2 hrs	Clerical III
Trial Balance Review	Fri 3/1/13	Fri 3/29/13	4 hrs	Clerical III, Director of Business Services
Cashflow Analysis	Fri 3/29/13	Fri 3/29/13	6 hrs	Director of Business Services
Higher One Refund Wire	Tue 3/5/13	Tue 3/5/13	1 hr	Director of Business Services
Higher One Refund Wire	Tue 3/19/13	Tue 3/19/13	1 hr	Accounting & Budgeting Supervisor
Approve Employee Timesheets	Mon 3/25/13	Mon 3/25/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Quarterly Audit of Auxiliary, ASO, etc.	Fri 3/15/13	Thu 3/21/13	8 hrs	Accounting & Budgeting Supervisor
Budget Planning/Review Activities	Fri 3/1/13	Fri 3/29/13	12 hrs	
Budget Call to	Mon 3/4/13	Mon 3/4/13	4 hrs	Director of Business Services

Managers				
Review LCGL012S Budget to Actuals Report	Thu 3/7/13	Thu 3/7/13	8 hrs	Director of Business Services
Fiscal Year Closing Activities	Mon 3/4/13	Mon 3/4/13	2 hrs	
Generate & Post End of Year Memo	Mon 3/4/13	Mon 3/4/13	2 hrs	Buyer, Director of Business Services
Reconciliations	Fri 3/1/13	Fri 3/29/13	100 hrs	
Accounts Payable Reconciliation	Fri 3/15/13	Thu 3/21/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Fri 3/15/13	Thu 3/21/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Fri 3/15/13	Thu 3/21/13	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 3/29/13	Fri 3/29/13	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Fri 3/15/13	Fri 3/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Fri 3/15/13	Fri 3/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Fri 3/15/13	Fri 3/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Fri 3/15/13	Fri 3/15/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Fri 3/15/13	Fri 3/15/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Mon 3/18/13	Mon 3/18/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Mon 3/18/13	Mon 3/18/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Tue 3/19/13	Tue 3/19/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Wed 3/20/13	Tue 3/26/13	16 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Thu 3/21/13	Fri 3/29/13	24 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 3/29/13	Fri 3/29/13	4 hrs	Capital Outlay Accountant

Reports/Contracts Due	Fri 3/1/13	Fri 3/29/13	142 hrs	
Board Monthly Financials-General Fund	Mon 3/4/13	Mon 3/4/13	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 3/4/13	Mon 3/4/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 3/4/13	Mon 3/4/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 3/4/13	Mon 3/4/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 3/4/13	Mon 3/4/13	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 3/4/13	Mon 3/4/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 3/4/13	Mon 3/4/13	2 hrs	ASO Accounting Assistant II
Monthly Measure R Report	Mon 3/4/13	Mon 3/4/13	2 hrs	Capital Outlay Accountant
IPEDS Report	Mon 3/4/13	Fri 3/29/13	80 hrs	Director of Business Services,Categorical Accountant
Reconcile Revolving Cash & Report On PO Report	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting Assistant III
Monthly Purchase Order Report	Mon 3/4/13	Mon 3/4/13	4 hrs	Buyer
Monthly Interfund Transfers	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 3/4/13	Mon 3/4/13	4 hrs	Director of Business Services
CCFS311 Quarterly from Feb to Board	Mon 3/4/13	Mon 3/4/13	1 hr	Accounting & Budgeting Supervisor
EZ Audit Submittal	Mon 3/25/13	Thu 3/28/13	32 hrs	Director of Business Services
April	Mon 4/1/13	Tue 4/30/13	302.67 hrs	
General Activities	Mon 4/1/13	Tue 4/30/13	31 hrs	
Issue End of Year Deadline Memo	Mon 4/1/13	Mon 4/1/13	2 hrs	Buyer,Director of Business Services
SACs Update	Mon 4/1/13	Mon 4/29/13	10 hrs	Categorical Accountant
Trial Balance Review	Mon 4/1/13	Tue 4/30/13	4 hrs	Clerical III,Director of Business Services
Post LCGL014S Categorical Expense Report	Thu 4/4/13	Thu 4/25/13	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund	Thu 4/4/13	Tue 4/30/13	2 hrs	Clerical III

Managers				
Higher One Refund Wire	Tue 4/2/13	Tue 4/2/13	1 hr	Accounting & Budgeting Supervisor
Cashflow Analysis	Mon 4/29/13	Mon 4/29/13	6 hrs	Director of Business Services
Higher One Refund Wire	Tue 4/16/13	Tue 4/16/13	1 hr	Director of Business Services
Approve Employee Timesheets	Thu 4/25/13	Thu 4/25/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Higher One Refund Wire	Tue 4/30/13	Tue 4/30/13	1 hr	Accounting & Budgeting Supervisor
Fiscal Year Closing Activities	Mon 4/1/13	Tue 4/30/13	8 hrs	
End of Year Calendar Planning	Mon 4/1/13	Wed 4/3/13	6 hrs	Director of Business Services
Out of state requisition cut-off date	Fri 4/5/13	Fri 4/5/13	0 hrs	
End of Year Peoplesoft Reports Checklist	Mon 4/8/13	Mon 4/8/13	2 hrs	Clerical III, Director of Business Services
In state requisition cut-off date	Fri 4/26/13	Fri 4/26/13	0 hrs	
Reconciliations	Mon 4/1/13	Tue 4/30/13	104 hrs	
Accounts Payable Reconciliation	Mon 4/15/13	Fri 4/19/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 4/15/13	Fri 4/19/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 4/15/13	Fri 4/19/13	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Tue 4/30/13	Tue 4/30/13	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 4/15/13	Mon 4/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Mon 4/15/13	Mon 4/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank Account Reconciliation Approval	Mon 4/15/13	Mon 4/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 4/15/13	Mon 4/15/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Mon 4/15/13	Mon 4/15/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III

Monthly Reconciliation of Cal Grants Account	Tue 4/16/13	Tue 4/16/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Tue 4/16/13	Tue 4/16/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Wed 4/17/13	Wed 4/17/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Thu 4/18/13	Wed 4/24/13	16 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Mon 4/22/13	Tue 4/30/13	24 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Tue 4/30/13	Tue 4/30/13	4 hrs	Capital Outlay Accountant
Verify 2nd Quarter Lottery Payment	Tue 4/30/13	Tue 4/30/13	2 hrs	Director of Business Services
Verify 3rd Quarter Property Tax Payment	Tue 4/30/13	Tue 4/30/13	2 hrs	Director of Business Services
Budget Planning/Review Activities	Mon 4/1/13	Tue 4/30/13	31 hrs	
Review LCGL012S Budget to Actuals Report	Thu 4/4/13	Thu 4/4/13	4 hrs	Director of Business Services
Tentative Budget Salary Projections/Actuals Estimate	Mon 4/15/13	Tue 4/30/13	24 hrs	Director of Business Services
Property Tax Reports Due from County	Mon 4/15/13	Mon 4/15/13	2 hrs	Director of Business Services
P2 Issued	Mon 4/15/13	Mon 4/15/13	1 hr	Director of Business Services
Reports/Contracts Due	Mon 4/1/13	Tue 4/30/13	128.67 hrs	
320 P2	Mon 4/1/13	Fri 4/19/13	50 hrs	Director of Business Services
Monthly Cafeteria Income Statement	Mon 4/1/13	Mon 4/1/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 4/1/13	Mon 4/1/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 4/1/13	Mon 4/1/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 4/1/13	Mon 4/1/13	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 4/1/13	Mon 4/1/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 4/1/13	Mon 4/1/13	2 hrs	ASO Accounting Assistant II
Reconcile Revolving Cash & Report On PO Report	Mon 4/1/13	Mon 4/1/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 4/1/13	Mon 4/1/13	1 hr	Accounting Assistant III

Monthly Auxiliary Account Balance Sheet	Mon 4/1/13	Mon 4/1/13	1 hr	Accounting Assistant III
Monthly Purchase Order Report	Mon 4/1/13	Mon 4/1/13	4 hrs	Buyer
Monthly Interfund Transfers	Mon 4/1/13	Mon 4/1/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 4/1/13	Mon 4/1/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 4/1/13	Mon 4/1/13	1 hr	Director of Business Services
Board Monthly Financials-General Fund	Mon 4/1/13	Mon 4/1/13	2 hrs	Accounting & Budgeting Supervisor
Enrollment Revenue Report Due P2	Mon 4/15/13	Mon 4/15/13	4 hrs	Categorical Accountant
Quarterly Taxes-State (SUI) & Federal Return	Mon 4/15/13	Tue 4/30/13	36.67 hrs	Accounting & Budgeting Supervisor
Categorical-VTEA Quarterly Report	Tue 4/23/13	Thu 4/25/13	2 hrs	Categorical Accountant
Categorical-Nursing Enrollment Quarterly Report	Tue 4/23/13	Thu 4/25/13	2 hrs	Categorical Accountant
Categorical-CTE Transitions Quarterly Report	Tue 4/23/13	Thu 4/25/13	2 hrs	Categorical Accountant
Categorical DSS/Calworks Quarterly Report	Tue 4/23/13	Thu 4/25/13	3 hrs	Categorical Accountant
Categorical-YDS Mod Completion Report	Tue 4/23/13	Thu 4/25/13	1 hr	Categorical Accountant
Categorical-Career Tech/SB70 Quarterly Report	Tue 4/23/13	Thu 4/25/13	1 hr	Categorical Accountant
Categorical-CTE Supplemental Quarterly Report	Tue 4/23/13	Thu 4/25/13	1 hr	Categorical Accountant
Categorical-CTE Pathways Quarterly Report	Tue 4/23/13	Thu 4/25/13	1 hr	Categorical Accountant
Categorical-Workforce Innovation Partnerships Quarterly Report	Tue 4/23/13	Thu 4/25/13	1 hr	Categorical Accountant
May	Wed 5/1/13	Fri 5/31/13	391 hrs	
General Activities	Wed 5/1/13	Fri 5/31/13	80 hrs	
SACs Update	Mon 5/6/13	Mon 5/27/13	8 hrs	Categorical Accountant
Trial Balance Review	Wed 5/1/13	Fri 5/31/13	4 hrs	Clerical III, Director of Business Services
Post LCGL014S Categorical Expense Report	Thu 5/2/13	Mon 5/27/13	4 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 5/2/13	Thu 5/30/13	2 hrs	Clerical III

Higher One Refund Wire	Tue 5/14/13	Tue 5/14/13	1 hr	Accounting & Budgeting Supervisor
Cashflow	Fri 5/31/13	Fri 5/31/13	6 hrs	Director of Business Services
Higher One Refund Wire	Tue 5/28/13	Tue 5/28/13	1 hr	Director of Business Services
ACBO Spring Conference	Mon 5/20/13	Wed 5/22/13	24 hrs	Director of Business Services
Approve Employee Timesheets	Fri 5/24/13	Fri 5/24/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Banner Summer 1st Drop	TBD	TBD	8 hrs	Student Accounts Technician
Annual Employee Reviews	Wed 5/1/13	Fri 5/31/13	20 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Memorial Day	Mon 5/27/13	Mon 5/27/13	0 hrs	
Fiscal Year Closing Activities	Wed 5/1/13	Fri 5/31/13	44 hrs	
Categorical requisition cut-off date	Fri 5/24/13	Fri 5/24/13	0 hrs	
End of Year Closing Workshop	TBD	TBD	44 hrs	Buyer, Capital Outlay Accountant, Accounting & Budgeting Supervisor, Director of Business Services, Categorical Accountant, Accounting Assistant III
Last Day to Use Procurement Cards	Fri 5/31/13	Fri 5/31/13	0 hrs	
Reconciliations	Wed 5/1/13	Fri 5/31/13	108 hrs	
Accounts Payable Reconciliation	Wed 5/15/13	Tue 5/21/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Wed 5/15/13	Tue 5/21/13	8 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Wed 5/15/13	Tue 5/21/13	8 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 5/31/13	Fri 5/31/13	4 hrs	Categorical Accountant, Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Wed 5/15/13	Wed 5/15/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Wed 5/15/13	Thu 5/16/13	1 hr	Accounting & Budgeting Supervisor
Monthly ASO Bank	Wed	Thu 5/16/13	1 hr	Accounting & Budgeting Supervisor

Account Reconciliation Approval	5/15/13			
Monthly Reconciliation of Auxiliary Service Fund Acct.	Wed 5/15/13	Thu 5/16/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Thu 5/16/13	Thu 5/16/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Fri 5/17/13	Mon 5/20/13	9 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Fri 5/17/13	Tue 5/21/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Fri 5/17/13	Wed 5/22/13	5 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Fri 5/17/13	Fri 5/24/13	16 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Thu 5/23/13	Fri 5/31/13	24 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 5/31/13	Fri 5/31/13	4 hrs	Capital Outlay Accountant
3rd Quarterly Interest Income Reconciliation	Fri 5/31/13	Fri 5/31/13	2 hrs	Director of Business Services
Verify 4th Quarter Property Tax Payment	Fri 5/31/13	Fri 5/31/13	2 hrs	Director of Business Services
Budget Planning/Review Activities	Wed 5/1/13	Fri 5/31/13	128 hrs	
Tentative Budget Development	Wed 5/1/13	Thu 5/30/13	100 hrs	Director of Business Services
Review LCGLO12S Budget to Actuals Report	Thu 5/2/13	Thu 5/2/13	4 hrs	Director of Business Services
ACBO Northern Conference	Mon 5/27/13	Wed 5/29/13	24 hrs	Director of Business Services
Reports/Contracts Due	Wed 5/1/13	Fri 5/31/13	31 hrs	
Monthly Cafeteria Income Statement	Mon 5/6/13	Mon 5/6/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 5/6/13	Mon 5/6/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 5/6/13	Mon 5/6/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 5/6/13	Mon 5/6/13	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 5/6/13	Mon 5/6/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 5/6/13	Mon 5/6/13	2 hrs	ASO Accounting Assistant II
Board Monthly Financials-General Fund	Mon 5/6/13	Mon 5/6/13	2 hrs	Accounting & Budgeting Supervisor

Reconcile Revolving Cash & Report On PO Report	Mon 5/6/13	Mon 5/6/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 5/6/13	Mon 5/6/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 5/6/13	Mon 5/6/13	1 hr	Accounting Assistant III
Monthly Purchase Order Report	Mon 5/6/13	Mon 5/6/13	4 hrs	Buyer
Monthly Measure R Report	Mon 5/6/13	Mon 5/6/13	2 hrs	Capital Outlay Accountant
Monthly Interfund Transfers	Mon 5/6/13	Mon 5/6/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 5/6/13	Mon 5/6/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 5/6/13	Mon 5/6/13	2 hrs	Director of Business Services
CCFS311 Quarterly Update	Wed 5/15/13	Wed 5/15/13	4 hrs	Accounting & Budgeting Supervisor
June	Mon 6/3/13	Fri 6/28/13	947.72 hrs	
General Activities	Mon 6/3/13	Fri 6/28/13	324 hrs	
Higher One Refund Wire	Tue 6/18/13	Tue 6/18/13	1 hr	Accounting & Budgeting Supervisor
SACs Update	Mon 6/3/13	Mon 6/24/13	6 hrs	Categorical Accountant
Post LCGL014S Categorical Expense Report	Thu 6/6/13	Thu 6/27/13	2 hrs	Clerical III
Post LCGL012S Expense Report for Fund Managers	Thu 6/6/13	Thu 6/27/13	2 hrs	Clerical III
Quarterly Audit of Auxiliary, ASO, etc.	Fri 6/14/13	Tue 6/25/13	4 hrs	Accounting & Budgeting Supervisor
Internal Controls Audit Preparation	Mon 6/3/13	Mon 6/24/13	179 hrs	Capital Outlay Accountant, Accounting & Budgeting Supervisor, Clerical III, Director of Business Services, Categorical Accountant
Annual Review of Class 1/2/3 Records in Warehouse	Mon 6/3/13	Fri 6/28/13	8 hrs	Director of Business Services, Warehouse Coordinator
Cashflow	Fri 6/28/13	Fri 6/28/13	6 hrs	Director of Business Services
Estimated Election Costs to Districts (every 2 years)	Fri 6/28/13	Fri 6/28/13	0 hrs	
Banner Summer 2nd Drop	TBD	TBD	6 hrs	Student Accounts Technician
Approve Employee Timesheets	Tue 6/25/13	Tue 6/25/13	2 hrs	Accounting & Budgeting Supervisor, Director of Business Services
Internal Controls Audit	Mon	Fri 6/28/13	108 hrs	Capital Outlay

	6/17/13			Accountant,Accounting & Budgeting Supervisor,Clerical III,Director of Business Services,Categorical Accountant
Fiscal Year Closing Activities	Mon 6/3/13	Fri 6/28/13	383.72 hrs	
Miscellaneous EOY Activities (Research, Other reconciliations)	Mon 6/3/13	Fri 6/28/13	366.72 hrs	Buyer,Capital Outlay Accountant,Accounting & Budgeting Supervisor,Clerical III,Director of Business Services,Accounting Assistant III,A/P Accounting Assistant II
Follow up on AVSOMC Repayment to District (temp. uses VAPA)	Mon 6/3/13	Mon 6/3/13	2 hrs	Accounting & Budgeting Supervisor,Accounting Assistant III
Estimate Prior Year Recalculation	Fri 6/28/13	Fri 6/28/13	1 hr	Director of Business Services
Last Day to enter auditable vouchers to be paid by 6/30	Mon 6/17/13	Thu 6/20/13	10 hrs	Accounting Assistant III,A/P Accounting Assistant II
Last to to Enter Physical Inventory: When operational			0 hrs	
Bill Reassign Time to Faculty Bargaining Unit	Fri 5/31/13	Mon 6/3/13	4 hrs	Accounting Assistant III
Mileage Claims and Reimbursement Cut-off date	Fri 6/14/13	Fri 6/14/13	0 hrs	
Current year PO rollover to the new fiscal year	Mon 6/17/13	Mon 6/17/13	0 hrs	
Last Day to Enter Inventory Transactions	Fri 6/28/13	Fri 6/28/13	0 hrs	
Reconciliations	Mon 6/3/13	Fri 6/28/13	81 hrs	
Accounts Payable Reconciliation	Mon 6/17/13	Fri 6/21/13	8 hrs	Capital Outlay Accountant,Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-All Others	Mon 6/17/13	Fri 6/21/13	8 hrs	Capital Outlay Accountant,Accounting & Budgeting Supervisor
Accounts Receivable Reconciliation-Restricted	Mon 6/17/13	Fri 6/21/13	8 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Apportionment Payment & Journal to programs	Fri 6/28/13	Fri 6/28/13	4 hrs	Categorical Accountant,Accounting & Budgeting Supervisor
Monthly Cafeteria Bank Account Reconciliation Approval	Mon 6/17/13	Mon 6/17/13	1 hr	Accounting & Budgeting Supervisor
Monthly Bookstore Bank Account Reconciliation Approval	Mon 6/17/13	Mon 6/17/13	1 hr	Accounting & Budgeting Supervisor

Monthly ASO Bank Account Reconciliation Approval	Mon 6/17/13	Mon 6/17/13	1 hr	Accounting & Budgeting Supervisor
Monthly Reconciliation of Auxiliary Service Fund Acct.	Mon 6/17/13	Thu 6/20/13	4 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Corp & Comm Ed Account	Mon 6/17/13	Mon 6/24/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Cal Grants Account	Tue 6/18/13	Thu 6/27/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Revolving Cash Account	Tue 6/18/13	Fri 6/28/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Scholarship & Loan Account	Wed 6/19/13	Wed 6/26/13	5 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Reconciliation of Student Financial Aid Account	Wed 6/19/13	Tue 6/25/13	9 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Monthly Fees & Deposits Bank Account Reconciliation	Fri 6/21/13	Fri 6/28/13	13 hrs	Accounting & Budgeting Supervisor, Accounting Assistant III
Reconcile Error Accounts - 1999/2999/3999	Fri 6/28/13	Fri 6/28/13	4 hrs	Capital Outlay Accountant
Budget Planning/Review Activities	Mon 6/3/13	Fri 6/28/13	9 hrs	
Request to Borrow from the Treasury Next Fiscal Year	Mon 6/3/13	Mon 6/3/13	1 hr	Director of Business Services
Request to Issue TRANS Next Fiscal Year	Mon 6/3/13	Mon 6/3/13	1 hr	Director of Business Services
Request for Interfund Borrowing Next Fiscal Year	Mon 6/3/13	Mon 6/3/13	1 hr	Director of Business Services
Annual Tentative Budget Presentation to the Board	Mon 6/3/13	Mon 6/3/13	2 hrs	Director of Business Services
Review LCGL012S Budget to Actuals Report	Fri 6/7/13	Fri 6/7/13	4 hrs	Director of Business Services
Reports/Contracts Due	Mon 6/3/13	Fri 6/28/13	150 hrs	
GASB 34/35 Asset Reinventory (every 2 years) last done 06/2009	Mon 6/3/13	Fri 6/28/13	40 hrs	Director of Business Services
GASB 45 Actuarial Study (every 2 years) last done 06/2009	Mon 6/3/13	Fri 6/28/13	40 hrs	Director of Business Services
Negotiate Annual Machine Maintenance & Trailer Lease Rollover	Mon 6/3/13	Fri 6/28/13	40 hrs	Clerical III
Annual Peoplesoft Contract	Mon 6/3/13	Mon 6/3/13	3 hrs	Clerical III, Director of Business Services

Board Monthly Financials-General Fund	Mon 6/3/13	Mon 6/3/13	2 hrs	Accounting & Budgeting Supervisor
Monthly Cafeteria Income Statement	Mon 6/3/13	Mon 6/3/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Cafeteria Balance Sheet	Mon 6/3/13	Mon 6/3/13	2 hrs	Cafeteria Accounting Assistant III
Monthly Bookstore Income Statement	Mon 6/3/13	Mon 6/3/13	2 hrs	Bookstore Accounting Technician
Monthly Bookstore Balance Sheet	Mon 6/3/13	Mon 6/3/13	2 hrs	Bookstore Accounting Technician
Monthly ASO Income Statement	Mon 6/3/13	Mon 6/3/13	2 hrs	ASO Accounting Assistant II
Monthly ASO Balance Sheet	Mon 6/3/13	Mon 6/3/13	2 hrs	ASO Accounting Assistant II
Reconcile Revolving Cash & Report On PO Report	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Income Statement	Mon 6/3/13	Mon 6/3/13	0 hrs	
Monthly Auxiliary Account Balance Sheet	Mon 6/3/13	Mon 6/3/13	0 hrs	
Monthly Purchase Order Report	Mon 6/3/13	Mon 6/3/13	4 hrs	Buyer
Monthly Measure R Report	Mon 6/3/13	Mon 6/3/13	2 hrs	Capital Outlay Accountant
Monthly Auxiliary Account Income Statement	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting Assistant III
Monthly Auxiliary Account Balance Sheet	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting Assistant III
Monthly Interfund Transfers	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting & Budgeting Supervisor
Monthly Intrafund Transfers	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting & Budgeting Supervisor
Monthly Audit Findings Status and Update	Mon 6/3/13	Mon 6/3/13	1 hr	Director of Business Services
CCFS311 Quarterly from May to Board	Mon 6/3/13	Mon 6/3/13	1 hr	Accounting & Budgeting Supervisor